

Academic Standing Workshop October 28, 2019 E-500

Alex gave opening remarks described the ASC board charge and introduced the new website.

Judy Syllabus

Syllabus is a like a legal contract with students. Should include office hours location. Course description. Learning objectives. Course materials book addition. Grading scale. Grade breakdown. E-portfolio deposit requirements. Any materials fees or field trip costs, any costs. Absence/late policy. Late for exam policy. Academic honesty policy. Attendance policy. Wellness counseling. Reference student handbook.

Questions/answers:

Does the grade spread come from the course proposal or set by the professor? Yes.

Can you mandate that students attend a field trip? It can be a requirement if it is during class time and it is presented in the syllabus.

For urban studies program students are required to do field work. Would you suggest that

Lila Attendance policy

Official blurb from college catalog. Excused vs. unexcused absence is up to the faculty. The consequence of going over the 15% limit is up to the faculty. But there must be some sort of consequence. Using flexible language like "you may fail the course if..." is useful.

Verification of enrollment is meant to identify student that have never attended. Verification of enrollment has direct consequences for the student's enrollment status, including tuition, and financial aid. Students that are withdrawn due to VOE can be reinstated at the professor's discretion.

Web attendance. Use all options (absent, present, late, excused). It must be used as a college-wide policy. Keep good records because it is used in academic appeals. You can keep a separate personal account that reflects you own policy. But web attendance should be applied

Don't take attendance with the projector on.

Questions/comments:

Should we keep track on how late a students on our own version of attendance?

In an academic appeal your personal notes could be part of an academic appeal.

Many faculty don't follow the web attendance. Some students get WN when they don't deserve it.

It is important to do web attendance daily since students can be dropped after VOE

I understand the point of taking two versions of attendance. But the official attendance doesn't seem to reflect reality. The technology does not allow us to describe how late a student is. If a student comes in the last 5 minutes then he is

Vera Academic integrity

Policy is located in many places website, catalog, cuny website. Refer to the policy on the syllabus.

Plagiarism, unauthorized use of notes. Submitting the same assignment more than once.

Prevent plagiarism. Assignment design (staged) can make it unplagerizable with specific instructions. Provide information on plagiarism. Use a detection device SafeAssign Turnitin Google suspicious sentences.

Should plagiarism happen anyway, fill out the form! You will have to sit with the student and fill out the form. Other than the sanction, the incident does not

Questions/comments:

Does the student have the right to have someone present when filling out the form? Perhaps we will follow-up.

Can we ask students to put cellphones at front of the class during test?

Registrar Grades Dawkins

Office of the registrar memo tells how to submit grades. It includes the grading system, what grades mean, and finer points on the guidelines. As well as a second document that shows all steps. If grades you expect are not showing call register immediately. Submit your grades on time

Questions/comments:

When can will the grades not show up as options? I happen occasionally but rarely.

Questions about WU. There is a discrepancy between what provost sent. Need clarify.

What is the difference between WU and F? Especially international students. It could lead to deportat if equivalent on.

How is WU and

Incomplete grade policy

INC for reasons beyond student's control. Student must provide a documented reason. Students must request (initiate) the incomplete. The form can be found as a hard copy in the department. The deadline for student is the end of the next semester (including short semester).

Questions/comments:

F1 students cannot get incompletes.

Students get incompletes but don't have the form.

How are veterans experience different with respect to financial aid

Vera Academic appeals

Who is academic appeals? Sub-committee of the academic standing. Meet twice per month. Process about 300 appeals per year.

Students initiate an appeal by seeing an advisor.

Might change grades to W.

Reinstatement appeals by students who were dismissed.

Attendance is very important.

If the appeal is grade change oriented then it goes back to the department.

Students can file appeals for years back if they have not been attending since.

Questions/comments:

Many students have faculty advisors. They don't help process appeals.

Sometimes filing an appeal in B100 is better than INC.

Glenn Henshaw