

Community College *of* Philadelphia

OFFICE OF ACADEMIC AFFAIRS **MEMORANDUM**

TO: Faculty
FROM: Judith Gay
DATE: January 18, 2007
SUBJECT: Spring 2007 Information

The purpose of this memo is to remind you of some basic College policies and procedures.

Syllabi: Every student is entitled to a syllabus for each course. Each syllabus must have basic information that will help students understand course objectives, class policies and procedures and how they will be evaluated. Some departments have specific requirements for syllabi. If your department does not have requirements, guidelines are available on the Curriculum Facilitation Team web page (http://faculty.ccp.edu/dept/cur_dev) under document templates. A copy of your syllabus must be turned in to the appropriate Division Office.

Make-up Exams: Assessment of student learning is a critical part of teaching and test-taking is an integral part of that assessment. Faculty have tried, and continue to try, a wide variety of methods to manage students who miss examinations. Generally, faculty strive to exercise good manageability of this process which includes equitable and ethical treatment of students and consideration of the student's schedule.

However, some problems have become apparent which impact on the validity of test results. Some students are placed in a corridor to take a make-up exam because there is no classroom available. Thus, the student is exposed to the noise and distraction of other individuals using the passageway. Also, students have been sent to the division offices with the expectation that the staff will monitor the student's behavior. This is an unfair expectation of the staff who must also provide service to others contacting the office for assistance. Many times the areas outside the conference rooms are noisy and distracting to a student. If conference rooms are unavailable then students are directed to less desirable testing areas (e.g. corridors, entry ways). Students left unmonitored during a test taking situation have many opportunities (e.g. cell phone text messaging) to access information unfairly. These situations leave the door open for grade appeals and other potential complaints on the part of the student.

In light of these situations, faculty are asked to monitor their own make-up exams.

Study Day: There is no study day this semester. The College is reviewing the advantages and disadvantages of Study Day.

Final Exams: Faculty are required to meet classes during Final Exam week. The final class meeting may be for the purpose of giving an exam; teaching or reviewing additional material; meeting with students to review performance. Some departments have policies and procedures related to Final Exam week that must be observed.

Final Exam grades must be turned in on time. Failure to follow the timeframe for submission of final grades hurts students trying to complete registration for the following semester. According to the Office of Student Affairs, for Fall 2006, 54 faculty did not submit grades on time, negatively affecting hundreds of students.

Student Grade Appeals: Students have the right to appeal final grades. In the past, some faculty have destroyed the exams and papers that document student performance, making it difficult to validate the accuracy of the grade. Faculty must maintain student information used to calculate grades for at least the following Fall or Spring semester. If you return the materials to the student, the student is responsible for maintaining the documentation. If an appeal is in process, you may need to keep the information longer. Please review the information in the Student Handbook relevant to grade appeals if you want additional information about the appeal process.

Use of Banner for Class Lists, Attendance and Grades: All faculty will need to use Banner for at least the following tasks:

- Printing a class list
- Documenting attendance at the census point (20% report)
- Recording student grades

New financial aid procedures make it imperative that the census attendance reports are completed on time. Failure to do so has a profoundly negative impact on students seeking financial aid. To find information on attendance and grade submission, log on to MyCCP, and click on Banner Attendance and Grade Information Updates.

New Banner users need to contact the Help Desk at 215-496-6000 or HelpDesk@ccp.edu to set up an account name and password. Check the Academic Computing website (http://faculty.ccp.edu/dept/Acad_Comp/) for information on Banner workshops. You may contact Arnold DiBlasi by email at adiblasi@ccp.edu or by phone at (215) 751-8545 to discuss training opportunities.

I look forward to a semester that will be beneficial to students and faculty and that reinforces our College commitment to student success and academic excellence. Please contact your Department Head, Division Dean or me if you have questions or concerns. Thank you for your cooperation.

c: Department Heads, Deans, President's Cabinet, Academic Affairs Staff

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