Community College of Philadelphia

OFFICE OF ACADEMIC AFFAIRS
M E M O R A N D U M

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TO: Faculty
FROM: Judith Gay
DATE: August 25, 2008
SUBJECT: Fall 2008

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In an effort to make sure that every faculty member is aware of some basic College policies and procedures, I am sending you this memo as a reminder as you finalize course plans for the semester.

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 must take responsibility for monitoring their exams.

Study Day: Study day this semester is on Tuesday, December 9th. No classes are scheduled during Study Day. The purpose of this day is to provide an opportunity for students to make final preparations for exams and papers. If there is an important reason for having a class meet on Study Day, you must get permission from your Department Head and, after getting the Department Head's approval, you must contact the Scheduler, Ms. Maryann Lyons (mlyons@ccp.edu), to secure a classroom.

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. Department Heads must approve any request to change the location or time of a final exam.

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.

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 need 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, 50% 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**, (scroll all the way to the right of your screen) 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.

Please review the College calendar 2008-2009 to find other important dates and deadlines.

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