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*College of Science Early Intervention Policy*

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## CONTEXT FOR THE POLICY

In Winter Term 2017, the College adopted a strategy related to an early intervention strategy for at-risk students within the College of Science<sup>1</sup>. This policy is a result of that strategy and it currently is still in place.

## POLICY SUMMARY

Please do the following each term.

### POST SCORES (OR GRADES) IN CANVAS IN A TIMELY WAY

1. All College of Science instructors must complete their scoring (or grading) of assignments, discuss score distribution and implications in their class, and enter the scores into Canvas no more than 7 days after an assignment is completed (10 days in extreme cases). Small assignments, such as clicker data, may be grouped together and scored at the end of the term.
2. All College of Science instructors of lower division courses (100-200) must provide students with scores (e.g., scored assignments, quizzes, or exams) by the end of Week Three. Instructors of upper-division courses (300-400) provide scores by Week 6 or sooner.

### PROVIDE FEEDBACK TO AT-RISK STUDENTS IN THEIR COURSES

1. All instructors must monitor their students' progress and provide contact via email for those students who are in danger of receiving a score lower than C-. Instructors will communicate the appropriate resources (see list below) to their students who are not doing well. Many of these resources will only be useful to students early in the term, so instructors should plan their communications with students accordingly.
2. Because students can withdraw (W) or change to satisfactory/unsatisfactory (S/U) by the end of Week 7 of a term, scoring and feedback should be planned so that students will have enough data to make a decision by that date. Students should have enough information to know their current grade in the course and the number of points they would need to receive on remaining assignments to receive a C- in the course.

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<sup>1</sup> College of Science email, "College of Science Early Intervention Strategy for At-Risk Students", Dec. 22<sup>nd</sup>, 2017

## ACADEMIC RESOURCES FOR STUDENTS

Below is a list of resources instructors can provide to students who are in danger of receiving a score lower than a C-. Choose as appropriate for your course.

**Instructor office hours** (provide your specific office hours)

**Tutoring resources:** Mole Hole (Chemistry – Valley Library 3rd floor), Vole Hole (Biology – Weniger 139), Worm Hole (Physics – Weniger 334), Math and Statistics Learning Center (Kidder 108).

**Academic Success Center** for Supplemental Instruction tables and Academic Coaching (Waldo 102)

Below are College or departmental support for decisions about the academic support resources, scheduling challenges or any other non-academic issues interfering with your success:

**Science Success Center** (Kidder 109) – can help students navigate student success resources for courses they are taking.

**Advisors** can help students with decisions about withdrawing or SU-ing a course and better understand the implications of course scheduling. They can also help students identify a variety of support resources if they are having difficulty for non-academic reasons.

Places that have non-academic resources:

**Counseling and Psychological Services (CAPS)** is a place to find help for many non-academic issues that might arise in a student's life.

**Human Services Resource Center** is available for additional support for students with financial need.

**OSU resources for online students:**

<https://ecampus.oregonstate.edu/students/current>

## ACADEMIC RESOURCES FOR FACULTY MEMBERS

[Academic Success Center Support Resources for Faculty and Staff](#)

[Student CARE Team Information \(Box Location\)](#)

[Sample emails for early alert and / or outreach to students](#)

### CANVAS HELP

Instructors can get help with any aspect of Canvas or Canvas-related tools by emailing <mailto:Canvas@oregonstate.edu>. Canvas offers key features that increase efficiencies for instructional faculty as you implement the new College of Science Early Intervention policy.

Visit the Canvas website for helpful methods and tools, including the Canvas Gradebook for contacting students, setting up an early term grade assignment, SpeedGrader to create quizzes or assignments, and much more. See more Canvas FAQ's for OSU instructors online.

### POLICY HISTORY

Revision Date	Description
08.20.2019	Initial posting to CoS Policy and Processes website
01.06.2020	Update by Associate Dean for Academic and Student Affairs Henri Jansen