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## *CoS Policy Reminders for Teaching Faculty*

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### **CONTEXT FOR THE POLICY**

This is a compilation of policies that are good reminders for teaching faculty at the beginning of the term.

### **POLICY CONTENT – RESOLVING ACADEMIC DISAGREEMENTS**

There are several policies that dictate how to resolve academic disagreements between students and instructors of record. These are in general university policies, but have been adjusted for use in our College. They are posted at

<https://internal.science.oregonstate.edu/cospolicies>

For instructors of record, please check the following. These policies are up to date.

[CoS Academic Misconduct Reporting Process, January 2020](#)

[CoS Academic Appeal Process, August 2019](#)

[CoS Early Intervention Policy, January 2020](#)

[CoS FERPA Policy Reminders, August 2019](#)

### **POLICY CONTENT – YOUR COURSE SYLLABUS**

The syllabus is the official contract between you and your students governing the course. At OSU, the syllabus does not imply a detailed daily schedule of class topics, which was the interpretation many years ago. Rather, the syllabus should include an outline of which main topics are covered in the course. Of course, providing a daily schedule is very useful for the students, in particular for the introductory courses. Since the syllabus is an official document stating course requirements, it must be kept for a certain time (currently under discussion for how long). Therefore, it is strongly suggested that you publish your syllabus in CANVAS so it is automatically archived.

Minimal syllabus requirements are published here:

<https://apa.oregonstate.edu/syllabus-minimum-requirements>

Please note: There is a NEW REQUIREMENT involving the “Reach Out for Success” statement.

## POLICY CONTENT – REPORTING STUDENTS IN ACADEMIC DISTRESS

There is a new feature in CANVAS that allows you to report students that could be experiencing academic problems. This early alert system can be very effective if used in the first few weeks. In week three, for example, advisors could check which students have not yet participated in multiple courses. This is useful for all students in every term, but most likely has the biggest effect in Fall term for first year students.

## POLICY CONTENT – STUDENT CARE RESOURCES

[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](#)

[Classroom management information – on-campus and remote](#)

## POLICY HISTORY

| Revision Date | Description   |
|---------------|---|
| 10.02.2019    | Initial version from Associate Dean Henri Jansen email dated 10.02.19 |
| 02.18.2020    | Initial posting to CoS Policy and Processes website                   |
| 02.22.2021    | Removed an errant extra page 3 (search advocate interview tips)       |
| 03.03.2021    | Added new resource for classroom management information               |