Welcome Back CUPE 3903 Unit 2

Institutional Remediation Guideline for Course Directors

The University is happy to welcome you back to work. This document provides important information about steps you need to take in order to facilitate a smooth re-entry and to fulfill our collective obligations to students in line with Senate policy. Please direct any questions about the return to work process to your Department or Faculty.

The Institutional Remediation Guideline provides general instructions with broad application. Individual Faculties may have unique circumstances that complement the Institutional Remediation Guideline.

This document has been informed by the following:
- Senate policy dealing with remediation (including the Disruptions policy);
- the three principles of fairness to students, academic integrity and timely information;
- the implications that follow from the timing and duration of the labour disruption;
- the provisions that have already been approved by Senate Executive;
- collegial input regarding Faculty-specific remediation decisions; and
- assurances to students who cannot or choose not to participate in resumed classes and/or in-class course lectures that instructors will provide flexible options to complete their courses such as alternative access to materials covered in their absence, reasonable extensions of deadlines, or other appropriate remedy (specific and separate provisions were approved for Osgoode: JD students are encouraged to contact Osgoode directly regarding accommodations).

Please note that this Institutional Remediation Guideline reflects input from all deans and their unanimous endorsement.

Senate legislation in regards to Remediation

“Remediation” and “Remedial Actions” refer to accommodations for students, modification of normal academic regulations, and adjustments in class and examination schedules. Senate legislation emphasizes that course directors are in the best position to determine appropriate remediation for courses and will do so in conjunction with their departments/Faculty and with their students, and in alignment with remedial actions approved by Senate Executive. Remediation is to be governed by the principles of flexibility and discretion. Course directors are encouraged to be flexible in dealing with individual student requests and must not unreasonably deny them.

June 18, 2018
Three principles of fairness to students, academic integrity and timely information

A labour disruption necessarily results in limitations in regards to fairness to students, academic integrity and timely information. The goal is to take the actions needed to minimize those limitations.

Fairness to students

Guiding Principles:

• Flexibility for students
• Respect students’ rights not to resume classes until after the labour disruption (including CUPE 3903 Units 1 and 3) is over (please contact Osgoode directly for specific provisions offered to JD students)
• Respect students’ rights who are returning but who are either unable or who choose not to attend in-class lectures when scheduled (a proposal is going to Senate Executive Tuesday, June 19, 2018 seeking clarity on an appeals provision for students who are unable to complete their courses within the formally scheduled “make-up period” – further information will be forthcoming)
• Remedies shall not alter the academic standards associated with the missed activity
• The availability of a remedy under this policy does not guarantee students the same learning experience that they would have received in the absence of a Disruption

There is general recognition that there will be challenges associated with the resumption of classes when our teaching assistants and graduate assistants remain on strike. Questions have been raised about students’ rights not to cross the picket line, and the potential impact on the learning experience. The latter issue is covered in more detail under academic integrity. However, we would point out that students have the right not to cross the picket line and to resume their studies later with other like-minded students.

We should also expect that there will be a significant range of challenges given the long absence from courses including:

• the ability of students to integrate earlier course material with the remaining few weeks of lectures – consideration might be given to focussing on the latter part of the course in exams if students have already been tested on earlier material, as an example;
• students who have had to return home and will need options for completing the course, including perhaps writing exams, from other locations;
• students who have taken provisional grades and who may have graduated and who will now need flexible options for completing work to have their provisional grades confirmed (or if necessary changed) – many of these students may simply want to complete enough course work to meet the 60-70% threshold for an assessed grade;

June 18, 2018
• there may be urgency for students who have applications for graduate school or professional programs pending final grades;
• students who have taken up summer employment or who have other commitments may need more time to complete course work;
• students who have exchange or other community placements or practicum may have specific challenges;
• students who are at risk of losing an entire 6 months in terms of being able to write qualifying exams (the nature and timing of externally-mandated requirements for certification or other constraints and considerations imposed by bodies external to the University are a major limitation).

**Academic Integrity**

*Principle: All students will have an opportunity to meet the learning outcomes of the course with the understanding that it may be necessary to meet those outcomes in alternative ways.*

Senate Executive has already approved a host of options (see below) but in general include:

• changes to deadlines;
• alternative access to course material;
• potential changes to the number, kind and weight of assignments (instructors may make changes to the number, kind and weight of assignments including changes that would impact on work already submitted and graded - however, students will have the choice of completing the assignments as set out in the originally published grading scheme);
• provisions for the alternative scheduling of tutorials, presentations, performances, practica or the equivalent (ie, outside of scheduled class meets) so that collaborative classroom or studio work can be adjusted as needed or meet at a time convenient for course directors and students (subject to the availability of appropriate space).

As always and in accordance with existing Senate legislation, appropriate accommodations will be provided to persons with disabilities and to those who cannot attend an examination on grounds of religious observance.

**Timely Information**

Students, staff and faculty have a right to be informed in a timely manner of changed requirements, rescheduled academic activities, and procedures to be in effect. The period between July 23rd and August 20th has been set aside as the official remediation period for completing the balance of in-class Teaching. However, if after consulting with your students, all students have accepted alternative arrangements, or if there is

June 18, 2018
some other compelling circumstance requiring alternative scheduling, this request would need to be submitted as part of your Remediation Plan for review by the Dean’s Office of your Faculty. Exams will be integrated into the Summer examination period commencing August 22nd, 2018.

Also note that students require appropriate notice regarding due dates for assignments. Information pertaining to the completion of course assignments and tests should be included in your remediation plan and should allow for flexibility. In order to facilitate students completing sufficient evaluations to reach the 60-70% threshold for an assessed grade, course directors may use the period up to July 23 to distribute assignment instructions, and may accept and grade any papers or assignments submitted to them at the option of students. **However, students may not be required to submit assignments or write tests before July 23.**

**Key Steps to Complete this Week (June 18 – June 22)**

*Step 1:* Confirm return to work at [https://cupejobs.uit.yorku.ca/remediate/](https://cupejobs.uit.yorku.ca/remediate/).

*Step 2:* Contact students who remain enrolled in your course to let them know you are returning to work and that details will be forthcoming about options for completing the course. Note that the normal winter class schedule is no longer in effect and will not be resuming. In-class lectures will be scheduled during the official make-up period for in-class lectures, July 23 through August 20, with the examination period commencing August 22nd. It is possible that some instructors may need to schedule make-up classes outside of the official in-class remediation period. Such requests must be included on your course’s Remediation Plan and submitted to your Associate Dean. All such plans must be mindful at all times of student rights as prescribed by Senate.

Please note that students have the right to be accommodated if they are unable to attend in-class lectures whether in the official in-class period or otherwise scheduled (unless in-person attendance is required for accreditation purposes), and to have a cushion period before any assignments are due or tests are re-set (see the table below under Student Rights for further information).

*Step 3:* Submit any completed grades to the Office of the University Registrar for uploading (see the table below under Grades for instructions).

*Step 4:* Submit a Remediation Plan to the Chair of your Department or (in non-departmentalized Faculties) Associate Dean of your Faculty no later than noon, Friday, June 22nd (a link to the Remediation Plan Template will be available by June 20th). In creating your Remediation Plan, please consult with your students, and review the table below for important information about student rights, course completion options, alternate modes of course content delivery, and scheduling of any in-person classes or exams. Note that if your course has Unit 1 TAs who remain on strike you are still required to begin remediating your course and must submit a Remediation Plan that sets out both the immediate steps you will take and any work that cannot be completed by you (and/or returning CUPE 3903 Unit 2 TAs) before Unit 1 TAs return.

June 18, 2018
Step 5: Review assessed grade requests made by students in your course (see below under Grades for instructions). Respond to those that can be processed immediately where grades for at least 70% of the work in the course have been submitted. Where grades for at least 60% have been submitted, consider making minor changes to the weight of submitted assignments or tests so that students who have requested an assessed grade meet the 70% threshold. These changes must not disadvantage students and must be communicated to them.

Step 6: Grade any ungraded assignments or exams submitted by students before or during the strike and submit grades to the Office of the University Registrar for uploading.

Step 7: As grades are submitted, respond to remaining requests for assessed grades (see below under Grades for instructions).

Step 8: Schedule office hours beginning this week, June 18-22, 2018 including instructions as to how students can reach you if they are unable to attend in person.

Step 9: (During the week of June 25th) Once your Remediation Plan has been signed off by the Dean’s Office, contact students to share details of their options for completing the course, and proceed to implement your Remediation Plan. Be prepared to accommodate students who are unavailable to attend on campus or have other special needs.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Important Information</th>
<th>Links, Procedures, References</th>
</tr>
</thead>
</table>
| **Student Rights**       | The Senate Policy on Academic Disruption addresses “Fairness to Students” where it outlines that students who do not participate in academic activities because they are unable to do so, are entitled to immunity from penalty and reasonable alternative access to materials covered in their absence. It further states that this does not relieve the student of the responsibility for mastering materials covered or guarantee the same learning experience. Since many students have had to leave Toronto, or engage in other commitments such as jobs, exchanges, or travel, course directors should provide a variety of ways students can complete the course including but not limited to: recorded lectures online, uploaded course materials and lecture notes; take home or deferred exams. |Senate Policy on Academic Implications of Disruptions or Cessations of University Business Due to Labour Disputes or Other Causes
http://secretariat-policies.info.yorku.ca/policies/academic-implications-of-disruptions-or-cessations-of-university-business-due-to-labour-disputes-or-other-causes-senate-policy-on-the/|
| **Course Completion**    | Course directors should familiarize themselves with the options developed by the Executive Committee of Senate related for the completion of courses and finalization of grades. The options consider completion for courses fully suspended as well as for students who exercised their rights to not participate during the labour disruption. | Refer to the full document at:
http://secretariat.info.yorku.ca/files/April-12-Completion-of-Courses-Updated.Final.pdf |
| **Options**              |                                                                                                                                                                                                                      | Contact your Department Chair for questions and clarification.                                                                                                                                                     |
| **Grades** | In accordance with the course completion options, students have submitted requests for assessed grades. You may review and respond using the Assessed Grade Request online form.  

The grades submission module is not available. All grades must be submitted for uploading to the Office of University Registrar. Your department may specify other procedures related to grades review prior to submission.  

Final grades for 2017/18 and Winter 2018 courses are due as soon as possible, and by no later than 10 days following the last class if there is no examination, and 5 days following the final examination, where there is one. | Information provided to students regarding assessed grades: http://currentstudents.yorku.ca/assessed-grades

To review assessed grade requests: https://agrisuit.yorku.ca/

If you encounter issues accessing your assessed grade requests, contact your department.

Submit your class list and grades for uploading by e-mail to yugrades@yorku.ca |
| **Remediation Period** | Course directors are encouraged to complete grading as well as any remediation activities as soon as possible with maximum flexibility for students. To ensure that students complete their courses and assessments in preparation for Fall 2018, they should complete any remediation activities by August 31, 2018. | Sessional Dates: [http://registrar.yorku.ca/enrol/dates](http://registrar.yorku.ca/enrol/dates) |
| **Course Content and Delivery** | The Moodle learning management platform provides many useful tools to: communicate with students, post course materials, share lectures captured on | Review the Instructor Resources information for useful tips and procedures: [http://moodle.info.yorku.ca/instructor_resources/](http://moodle.info.yorku.ca/instructor_resources/) |
video, facilitate assignment submissions, etc. Fall/Winter 2017-18 Moodle sites for the affected periods remain active for instructors and students. Review the documentation at [http://moodle.info.yorku.ca/instructor_resources/instructors/training/](http://moodle.info.yorku.ca/instructor_resources/instructors/training/) for the wide variety of Content and Learning Resources available.

<table>
<thead>
<tr>
<th>Scheduling: Rooms for In-Person Classes, Tests and Quizzes</th>
<th>The original Fall/Winter 2017-18 class meeting schedule with room allocations is no longer in effect. An official period for the remediation of in-class lectures has been scheduled between July 23rd and August 20th, 2018 with exams to be scheduled in the Summer exam period commencing August 22nd. Efforts will be made to accommodate specific requests on a first come, first serve basis.</th>
<th>Any specific requests for in-class lecture time should be included as part of your remediation plan. The assigned room will be communicated as soon as possible and no later than two business days prior to the meeting. Further details will be forthcoming from the Dean’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Scheduling: Labs, Studios and Other Specialty Spaces</td>
<td>Labs and studios are managed and controlled by the academic departments.</td>
<td>Please contact your academic department to arrange for the use of labs or studios.</td>
</tr>
<tr>
<td>Final Exams</td>
<td>To provide maximum flexibility to course directors and students, the defined official exam period is being integrated with the Summer exam period commencing August 22nd. Any other arrangements should be included in your remediation plan.</td>
<td>To minimize conflicts and optimize space availability for any requests for alternative arrangements outside the official examination period, course directors are encouraged to request space for exams on Thursdays, Fridays, Saturdays or Sundays throughout the summer. Course directors must provide options to accommodate students who have conflicts with</td>
</tr>
</tbody>
</table>
summer work commitments, summer classes or other remediation activities.

<table>
<thead>
<tr>
<th>Students with Accommodations</th>
<th>Students will be directed to a special online form to request accommodations for tests and exams. Instructors will be contacted to submit materials three days before the scheduled test or exam.</th>
<th>You will be contacted by the Accommodated Test and Exams unit to provide materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students unable to complete their courses as scheduled</td>
<td>A special provision is going to Senate Executive for students who are unable to complete their courses as scheduled due to other commitments or compelling circumstances – further information will be forthcoming.</td>
<td></td>
</tr>
</tbody>
</table>