

# OTERO

## Addendum to the Faculty Handbook

**Effective: December 18, 2024**

This addendum outlines updates to the **Email/Messaging** section and **Grading** section in the Faculty Handbook. Both the original language and the revised language are provided below for your reference.

### **Email/Messaging**

#### **Original Language:**

Faculty must use their campus email or D2L messaging system for written correspondence with students to maintain compliance with FERPA requirements. Keep in mind, the D2L messaging system only works while faculty are *on* campus and logged into D2L to correspond. D2L messaging cannot be responded to from your faculty email, you will know if a message has come from the D2L messaging system if it ends in @mycourses-mail.cccs.edu. The campus mail address will end in @student.cccs.edu.

#### **Revised Language:**

Faculty must use their campus email or D2L messaging system for written correspondence with students to maintain compliance with FERPA requirements. D2L messaging cannot be responded to from your faculty email, you will know if a message has come from the D2L messaging system if it ends in @mycourses-mail.cccs.edu. The campus mail address will end in @student.cccs.edu.

#### **Purpose of Change:**

Faculty and instructors can now access D2L off campus.

### **Grading**

#### **Original Language:**

Tests and grading are the responsibility of the faculty member/instructor. Final examinations are to be administered during the last week of class. Grades should not be posted publicly. Final grades submitted to Banner should match the grades listed in the D2L gradebook.

#### **Revised Language:**

Tests and grading are the responsibility of the faculty member/instructor. Students must attend all classes, including final exams, as scheduled throughout the entire 15-week semester. Final exams or presentations must be completed on the date and time set by the instructor for each class. If a student has an exceptional circumstance that may require an early departure or change to the scheduled final exam time, they must contact the Dean of Student Affairs for approval by the 12-week grade check.

Grades should not be posted publicly. Final grades submitted to Banner should match the grades listed in the D2L gradebook.

**Purpose of Change:**

The purpose of this change is to centralize student requests for an early departure or change to the scheduled final exam time with the Dean of Student Affairs to ensure requests are related to an exceptional circumstance, like a serious illness, death in the family, jury duty, or participating in a college-sponsored activity. The Dean of Student Affairs will work with the Dean of Instruction to ensure faculty and instructors are informed when student requests are approved.