

Cooper, Susan

From: Vice President for Academic Affairs,
Sent: Tuesday, August 19, 2008 8:38 PM
To: DL-All-Faculty
Cc: Gordon, President; Boyer, Kerry; Academic Senate,; Miller, Marilyn; Gibson, Tiffany; Mink Salas, Kandy; Palmer, Robert L.; Alspaugh, Amy; Bateman, Aja; Camacho, Lissa; Cavallaro, Claire; Cooper, Susan; Dietz, James; Herberg, Paula; Hopkins-Parham, Davida; Huizinga, Dorota; Klammer, Thomas; Medyn, Mary Jo; Murray, Steven; Norman, Harry; Pollard, Richard C.; Pullen, Rick; Puri, Anil; Rikli, Roberta; Samuelson, Jerry; Smith, Ephraim; Trotter, Ed; Unnikrishnan, Raman; Arnold, Joseph; Della Volpe, Angela; Dunlap, Carmen Z.; Filowitz, Mark; Housewright, Elizabeth; Johnston, Melody; Koser, Kathy; Norby, Joni; Palmerino, Claire; Stohs, Mark; Zandpour, Fred; Bockman, Peggy; Daughetee, Marsha; Lewis, Lea Beth; McKenzie, David; Miyake, Robert; Teresh, Tonia; Woods, Rochelle; Wright, Nancee; Yong, Emeline
Subject: Course Outlines & Accommodations for Students with Disabilities; Final Exams, & Protecting Confidential, Personal & Restricted Information
Attachments: UPS300-004-Policy on Course Outlines.pdf; UPS300.005 Final Examinations.pdf; Protecting Confidential Information Fall 08.doc



August 19, 2008

To: All Faculty, Department Chairs, and Program Coordinators
From: Ephraim P. Smith
Vice President for Academic Affairs
Subject: Course Outline Information Regarding Accommodations for Students with Disabilities
Protecting Confidential, Personal and Restricted Information
Final Examinations

With the start of the 2008-2009 academic year, I want to welcome new and continuing faculty, staff, and administrators in Academic Affairs to the campus. I hope that you enjoyed your summer.

I take this opportunity to highlight three important policies. Each policy, or a detailed explanation of the policy, is attached to this email to insure your full understanding.

1. University Policy on Course Outlines (UPS 300.004 - Revised 08-07-07) – Item # 6 - Written or electronic versions of faculty course outlines/syllabi must include: Information about students' right to receive accommodations for documented special needs via the campus' Disabled Student Service Office (DSS).

DSS guidelines to students and faculty specify that:

- **Students** have the responsibility to identify themselves to DSS within the first week of classes, if they wish to utilize support services provided and coordinated by DSS.

- **Faculty** have responsibility for cooperating with DSS in providing prescribed accommodations and/or support services for students in a fair and timely manner.

To assist faculty in complying with UPS 3000.004, below is suggested language for inclusion on course outlines/syllabi:

“The University requires students with disabilities to register with the Office of Disabled Student Services (DSS), located in UH-101 and at (714) 278 – 3112, in order to receive prescribed accommodations appropriate to their disability. Students requesting accommodations should inform the instructor during the first week of classes about any disability or special needs that may require specific arrangements/accommodations related to attending class sessions, completing course assignments, writing papers or quizzes/tests/examinations.”

More valuable information about the services provided by DSS to students, and the consultation and assistance available to faculty in making accommodations, may be found at:

www.fullerton.edu/disabledservices/FSHBCcontents.htm

2. University Policy Statement on Final Examinations (UPS 300.005) states in part:

“ . . . Once established, the final examination schedule may not be changed unless approved by department and program chair and the dean of the college. Makeup final examinations may be given for reasons of illness, verified emergency, or other serious and compelling reasons approved by the instructor. An instructor shall not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examinations. No major examinations shall be given during the last week scheduled for instruction unless there is also to be a final examination at the time assigned in the Class Schedule. When a take home final examination (or paper/project) is due during the final exam period, it shall be due no earlier than the day scheduled for the final examination in that class. . . .”

The date and time of final examinations must be included on each course syllabus that is distributed to students at the start of each semester.

These University Policy Statements (UPS) on course outlines and final exams have been recommended by the Academic Senate and approved by the President. They are intended to support student learning and to respect the needs of faculty to plan instruction and examinations.

3. Protecting Confidential, Personal and Restricted Information

The University is required by state and federal law to take necessary measures to protect personal faculty, staff and student identity and information (e.g. social security numbers, student identification numbers, grades, exam scores and student work in general). There are specific measures that must be taken by faculty to protect confidential student information on:

- attendance sheets
- grade rosters
- examination scores (reporting & listing of), and
- other student work

Please read the attached memorandum which provides the university’s policy on Protecting, Confidential, Personal and Restricted Information, and outlines specific measures that faculty are required to take to protect the identity of students and their information, to minimize any potential for identity theft, and to properly dispose of restricted and confidential information.

Faculty are expected to be aware of and to support these and all University Policy Statements. A complete listing of UPS documents are available in the Academic Senate Office (MH 143), or at: www.fullerton.edu/senate/ups.htm

Thank you for your support and your cooperation. Please contact my office at ext. 2614 with any questions.

cc: President Gordon
Council of Deans, Associate Deans, and Directors in Academic Affairs
Assistant Deans; Division College/Unit Personnel Contacts
Kerry Boyer, Campus Information Security Officer