

## Scott, Todd

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**From:** Scott, Todd  
**Sent:** Wednesday, June 08, 2016 7:04 PM  
**To:** Scott, Todd  
**Cc:** South, Gregory; Taylor, Robert; Roberts, Dennis; Brownell, Cora  
**Subject:** Course Syllabus/First Day Handout  
**Attachments:** Sample Syllabus 1.11.16.docx

Welcome to the Summer semester, if you are teaching this semester I hope all is going well, if it is not please let me know what we can do to assist.

Make sure we receive your syllabus/first day handout for your summer session class, (if you are not teaching this semester, I think this is probably a good reminder for Fall) it should be to the Office of Instruction by now, I just looked and it appears we have received only 14. Of the ones I reviewed, I have noticed some issues that need to be addressed, ensure that your first day handout:

- 1. Has the Student Learning Outcomes listed, if you don't know where they are, go to <http://www.curricunet.com/siskiyous/> search for your course and they are listed in the course outline of record. This is an accreditation requirement and the team visit we had a few months ago found some syllabi without the SLOs listed.**
- 2. Does not include a plagiarism policy that threatens failure of the course for some level of plagiarism, this is not proper and will need to be changed. The Chancellor's Office released a legal opinion of this and if you are interested, read below this email.**
- 3. Has DSPS contact information**

Good syllabi have the course description, section number, semester, College of the Siskiyous is identified!, instructor contact information, how work will be graded, how grades are earned, an outline for the semester, etc. etc. Jayne Turk developed a sample course syllabus which I have attached, consider at a minimum using the plagiarism and DSPS information:

**Academic Honesty:** Neither plagiarism nor cheating will be tolerated and may result in a loss of credit for *all* students involved as well as further action. Plagiarism may broadly be defined as trying to pass someone else's work off as your own. Clear evidence of intentional plagiarism will result in failure on the assignment. If intentional plagiarism is repeated, extensive, or particularly egregious, the matter may also be referred to the Student Conduct Board, since plagiarism is a violation of COS students' Code of Conduct. Unintentional plagiarism will result in a grade reduction on the assignment.

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**Help! MANY kinds of help are available. I WANT you to succeed in this course! Let me know if you need help EARLY!** Students have the right to request reasonable accommodations to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to requirements, services, facilities or programs. If you anticipate the need for reasonable accommodations to meet the requirements of this course, you will need to register with the Disabled Student Programs & Services (DSPS). If you qualify for services through DSPS, bring (or email) your official notification of your

accommodation needs to the instructor as soon as possible. Disabled Student Programs & Services (DSPS) office is located in Eddy Hall (Weed Campus) or we can be reached by calling (530) 938-5297. Students who consult with or request assistance from DSPS regarding specific modifications, accommodations, adjustments, alternate text or use auxiliary aids will be required to meet timelines and procedural requirements established by the DSPS office.

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Thanks

Todd Scott  
Vice President, Instruction

Why I can't fail a student for cheating/plagiarism from the Chancellor's Office legal opinion:

"May a faculty member issue an F grade to a student at any time during the semester, after census, when a cheating incident occurs?"

For the reasons which follow, we conclude that neither of these practices is permissible.

Before turning to your specific questions, we will first briefly review the principles we discussed in Legal Opinion L 95-31 concerning using grading practices to punish students for suspected cheating or academic dishonesty. In that opinion we observed that "an instructor would be justified in giving a student a failing grade on a particular assignment or examination if the student were found to have plagiarized in preparing that assignment or cheated on the particular examination." However, we went on to conclude that "an instructor cannot automatically give a student an 'F' grade for the entire course where the student is only known to have cheated or plagiarized with respect to one of several assignments that count toward the final grade."

We reached that conclusion for two reasons.

First, we noted that under title 5, section 55002(a)(2)(A) the grading of courses is to be based on "measurement of student performance in terms of the stated course objectives" and "demonstrated proficiency in subject matter." We then illustrated the consequences of these requirements by saying "If a student legitimately gets 'A's' on assignments which account for 90% of the grade in a course, then he or she has certainly demonstrated a high degree of proficiency in the subject matter even if plagiarism or cheating is discovered in connection with one assignment worth 10% of the grade." Second, we indicated that allegations of cheating should be handled through the student discipline process because, "Plagiarism and cheating are serious allegations and, especially where a student is to be penalized for such conduct, he or she is probably entitled to some level of due process. At a minimum this should include the right to know the evidence on which the charges are based and the opportunity to present

countervailing evidence or testimony. The student disciplinary process provides a mechanism for ensuring that these procedural requirements have been met."