Instructor Guidelines and Tips

Grading

- Turn in your grades promptly. Do not e-mail grades to students. This is a FERPA violation. We mail all student grades as soon as they are processed by the Records office.

- In credit courses, unless a student declines the option of a grade and signs off in the appropriate place on the official grade roster, you must assign a letter grade.

- 800-level courses offering a grading option require students to take exams, write papers, or produce projects. Students in 800-level courses that offer the option of either grades or CEUs must choose one or the other but not both.

- Continuing education units are a nationally recognized means of recording non-credit study. They are accepted by employers and relicensing agencies as evidence of a student’s serious commitment to maintenance of professional competence. CEUs should not be confused with academic credit. Grades are not given in CEU courses. The primary criteria for awarding a CEU is attendance and participation as outlined on your syllabus.

- Students are permitted to change grading options anytime before the final meeting, unless you are teaching a Berkeley-equivalent (XB) course. (Different policies and deadlines apply for XB courses and should be communicated to the students at the first class meeting.)

The links below are available on our public website for our Instructors and Students:

Policies and Deadlines for XB Courses: www.unex.berkeley.edu/info/enrollment.html

Petition for the grade of Incomplete: www.unex.berkeley.edu/info/petition_for_incomplete.doc

Petition for Class Withdrawal: www.unex.berkeley.edu/info/petition_to_withdraw.pdf

Additional questions concerning student grading

Contact: records@unex.berkeley.edu

Disability Policy

Responsibilities of the Instructor

When students give you Letters of Accommodation from the Disabled Students Program (DSP), you are responsible for providing the accommodations listed, but you are not required to compromise the academic quality of your course by giving passing grades to students who have failed to demonstrate the required level of understanding or performance competency. Once you have provided accommodations, you should grade the work of disabled students as you would grade the work of any others. When students have received accommodations, there is no need to “give them a break” by being unduly lenient. To grade students more harshly because they have had the “advantage” of extra exam time or other instructional modifications would nullify the effect of the accommodations.

Students have a right to privacy in disability matters, and their confidentiality must be maintained. You should file their Letters of Accommodation in a safe place, and you should refrain from discussing their disabilities and necessary accommodations in the hearing of fellow students or others who have no educational “need to know.”

If you receive a Letter of Accommodation and have difficulty providing the accommodations listed, or if you disagree with the accommodations, please contact the DSP Coordinator. If you and DSP reach an impasse in your discussion about an accommodation, you should contact the campus ADA/504 Compliance Officer within five University working days of being notified about the accommodation. The ADA/504 Compliance Officer may set aside the accommodation or may decline to do so. In the latter case, the ADA/504 Compliance Officer may refer you to the Academic Accommodations Policy Board, which will review the matter and advise the Executive Vice Chancellor and Provost, whose decision will be final.

Additional information contact:

Students who need accommodations should contact:

Leone Silk, 1995 University Ave #110, Berkeley, CA 94704
phone: (510) 643-5732 email: les@unex.berkeley.edu.

www.dsp.berkeley.edu/teachstudentswithdisab.html#3
Family Educational Rights and Privacy Act of 1974 (FERPA)

- Welcome to UC Berkeley Extension. This sheet includes information and suggestions intended to assist you with the administrative tasks and responsibilities associated with your class and being an instructor at Extension. The federal Family Educational Rights and Privacy Act of 1974 (FERPA) governs the disclosure and confidentiality of student information.

- Student information is considered confidential and should not be released to third parties without the express written consent of the student. Student directory information includes student name, email, terms of attendance, major fields of study, and certificates earned. Confidential student information that is protected under FERPA includes class scheduling information, grades, and other student contact information, such as student address and student phone number. UC Berkeley Extension instructors often have a Legitimate Educational Interest (LEI) in accessing confidential student information for the express purpose of fulfilling their instructional responsibilities. Outside of those instructional responsibilities, instructors must not re-use, re-use, or have continued access to confidential student information for any other purpose. Your compliance with FERPA regulations while maintaining an environment conducive to learning is very important.

- At the first class meeting, you may wish to incorporate the following elements into the overview of the class:
  
  - Be very clear about your expectations for the class. It is best to distribute a written syllabus with the assignment due dates noted. If attendance or class participation is part of the course grade, you should indicate this on the syllabus. Your syllabus should clearly state the grading and evaluation criteria and weighting of assignments. Clear syllabus and expectations for your class will minimize grading disputes or other misunderstandings. Please remember that your students are often juggling many work and family demands.

  FERPA policy information:

Questions concerning FERPA or other student related issues?
Contact: registrar@unex.berkeley.edu

Student Enrollment and Attendance Information

- You will have an initial class roster to record attendance for the first meeting. If you intend on calling roll, state that you will be taking attendance after a break and any student who does not wish to have his/her name called aloud should inform you of such at the break. If the student’s name does not appear on your initial roster, during the next break, send the student to the Registration counter so the student can complete an Enrollment Research form. The Enrollment Research form should then be returned to the Center registration staff. If you are not at an Extension Center enrollment research forms are in your class packet; please return them to your Extension Department Representative. The form is used to ensure that no administrative errors have occurred with respect to those students’ enrollment processing.

- When you receive the Official Grade/CEU Roster, please inform the students of what the grading/CEU options are for your course and inform them of the default grading/CEU option for the course.

- A student must indicate a grade/CEU assignment option to the right of his/her name, and sign the roster. The student should also correct any spelling errors in his/her name. Please allow your students the time and opportunity to mark their student grading/CEU option in a way that limits the distribution of the roster throughout the class since student enrollment information is confidential. If a student requests a different grading/CEU option than the default, students should inform you individually at the break and the student should mark their grading option on the roster. Students should not have access to the full class roster once the grade/CEU option choices have been indicated.

Questions concerning student grades?
Contact: records@unex.berkeley.edu or registrar@unex.berkeley.edu

Student Waitlist Process

- If your class is filled, do not “approve” any student enrollment from the wait list. Wait lists are managed by Extension Registration, and approving students who attend your class meeting short-circuits the wait list process.

- Refer students who claim to be on the wait list to the Registration staff or have the student call 510 642-4111. Registration staff will place the students on the waitlist.

If you have additional questions, Contact: info@unex.berkeley.edu

Assigned Classroom Space

- Do not use any classroom that has not been scheduled for your class.

- If you need breakout rooms, you must inform your Extension Academic Department Representative in advance to request additional classrooms.

- Do not modify your class start and end time. If it is necessary for you to extend a class meeting, you must make arrangements in advance through your Extension Academic Department Representative.

- Do not change the room setup. If classroom furniture is moved, it must be restored to its original configuration.

- Remember classrooms are shared resources. Please encourage your students to keep them neat.

- If you are delayed or have an emergency situation please call your Extension Academic Department and Registration staff

  * Golden Bear Center (Berkeley) 510 643-2350
  * Peninsula Center (Redwood) 650 363-0999
  * SF Downtown Center 415 284-1060
  * SF Art and Design Center (SOMA) 415 284-1081

Questions concerning student grades?
Contact: records@unex.berkeley.edu or registrar@unex.berkeley.edu

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