SUMMARY OF CHANGES FROM 19/SP TO 19/SYLLABUS TEMPLATE

Header & Footer

Page 1

- Updated header to Summer 2020
- Updated footer to read “for use in SU 2020 semester – updated 5/14/2020”

Course Information Section

Page 1

- updated semester to Summer 2020
- updated prompt language for “Class time and location” to read:

  online sections may use the phrase “online only”, hybrid courses should list meeting
  location/date/time here (synchronous Zoom classes – you can provide your Zoom link here)

- provided link to SU 20 Academic Calendar for course begin date

Page 2

- Updated information for about Proctoring Procedures for SU 20 semester

Faculty – to ensure Testing Services can accommodate the number of testers we will see this
summer while still observing social distancing and room occupancy guidelines we are asking that you
please adhere to these standards:

1. Please be sure to schedule your proctored event(s) during the period designated on
the Proctored Events Schedule – we have made plans to accommodate the number
of testers we may see each week based on course enrollments and this schedule – if
you schedule your event(s) in a different week than we planned, we may not have
enough appointments available to accommodate your students

2. Please leave your proctored event(s) open through the entire week your course has
been assigned on the proctored events schedule. If you only leave your event open
for a few days, there will not be enough appointments available to accommodate all
students.

3. Please use a 1-hour time limit for your proctored event(s). If your proctored event
time limit is set for longer than one hour, we may not be able to accommodate all
testers.
Note: if you have a student with an accommodation for extended time, this accommodation will be honored, your student should work directly with DSS on this process

You will receive more information about this process, including a link to provide your students to book their testing appointments, in the coming weeks. If you have any questions about the proctoring process for this summer, please contact Vivian Elder (elderv@otc.edu, 417-447-8114)

A note about how proctoring will work for the Summer 2020 semester: In order for Testing Services to ensure we are observing appropriate social distancing and room occupancy guidelines, we will be requiring students to book their testing appointments in advance. There will be no walk-in testing available. You can reserve your testing appointment on the Testing Services webpage (or your instructor can provide you with the link).

- By faculty request - Added language for students to ensure they are aware of the consequences of not participating in the proctoring requirement(s) for the course

Per OTC Policy 2.21, students who do not participate in at least one proctored event will be assigned a failing grade for the course.

- provided link to SU 20 Academic Calendar for course end date

Page 3
- updated language for final exam:

Note: Summer Final Exams should be conducted during the last scheduled week of classes.

Academic Grievance Procedure
Page 9
- updated language to reflect change in policy number from 5.08 to 2.62

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in OTC Policy 2.62 that are further explained on this site.

- included link to an updated Academic Affairs contact list