The purpose of this policy is to ensure that:

1. Student assignments, quizzes, and exams are scored in a timely fashion and students can easily access scores via Canvas;
2. At-risk students (those in danger of receiving a score lower than C- and not being able to move on to other required coursework) in our classes from throughout OSU are directed to campus resources early in the term to improve their chance of success in the class; and
3. Students are aware of their standing in the class by the end of Week 7 of the term so that they can decide whether or not to withdraw from the class.

***All College of Science instructors will post scores (or grades) in Canvas in a timely way:***

1.  All College of Science instructors complete their scoring (or grading) of assignments, discuss score distribution and implications in class, and enter the scores into Canvas no more than 7 days after an assignment is completed (10 days in extreme cases). Small assignments, such as clicker data, may be grouped together and scored at the end of the term.

2.  All College of Science instructors of lower division courses (100-200) provide students with scores (e.g., scored assignments, quizzes, or exams) by the end of Week 3. Instructors of upper-division courses (300-400) provide scores by Week 6 or sooner.

***All College of Science instructors will provide feedback to at-risk students in their courses:***

1.  All instructors monitor their students’ progress and contact students by email who are in danger of receiving a score lower than C-. They will communicate the appropriate resources (listed below) to their students who are not doing well. Many of these resources will only be useful to students early in the term; so instructors should plan their communications with students accordingly.

2.  Because students can withdraw (W) or change to satisfactory/unsatisfactory (S/U) by the end of Week 7 of a term, scoring and feedback in courses should be planned so that students will have enough data to make a decision by that date.  Students should have enough information to know their current grade in the course and the number of points they would need to receive on remaining assignments to receive a C- in the course.

***Below is a list of resources you can provide to students who are in danger of receiving a score lower than a C- (choose as appropriate for your course):***

* Instructor office hours (list)
* Tutoring resources:  Mole Hole (Chemistry –  Valley Library 3rd floor), Vole Hole (Biology – Weniger 139), Worm Hole (Physics – Weniger 334), Math and Statistics Learning Center (Kidder 108).
* Academic Success Center for Supplemental Instruction tables and Academic Coaching (Waldo 102)

***Below are College or Departmental support for decisions about the academic support resources, scheduling challenges or any other non-academic issues interfering with your success:***

* Science Success Center (Kidder 109) – can help students navigate student success resources for courses they are taking.
* Advisors can help students with decisions about withdrawing or SU-ing a course and understand implications of scheduling. They can also assist students identify a variety of resources if they are having difficulty for non-academic reasons.

**Canvas help**

You can get help with any aspect of Canvas or Canvas-related tools by emailing Canvas@oregonstate.edu. Canvas offers key features that increase efficiencies for instructional faculty as you implement the new College of Science policy. Visit their website for helpful methods and tools (<https://community.canvaslms.com/docs/DOC-10460>), including the Canvas Gradebook for contacting students, setting up an early term grade assignment, SpeedGrader to create quizzes or assignments, and much more. See more Canvas FAQ’s for OSU instructors online (<http://learn.oregonstate.edu/canvas/frequently-asked-questions> ).