

Institutional Remediation Guidelines for Course Directors

REVISED April 22, 2024

This document provides important information for Course Directors about planning for the remediation period and the completion of Fall/Winter 2023-24 and Winter 2024 courses. The information in this document is meant to support your efforts to develop a remediation plan that enables all enrolled students to complete your course.

Remediation planning will need to be done for any courses that were suspended for the duration of the labour disruption, for any courses that had tutorials and/or labs suspended, and for any students who could not or chose not to attend classes during the disruption. Remediation plans must be communicated to students by the first class in the remediation period.

Remediation Period

A five-week combination remediation and exam period will run between **Monday, 22 April – Sunday, 26 May 2024**. It is expected that the majority of class meets will use up to the first four (4) weeks to remediate course work. For courses that have a final exam, the exam will be held in week five (5) of the remediation period. For courses that do not have final exams, the fifth week can be used for further course remediation activities, with the agreement of the instructors and students. **The final grade deadline for Spring convocation is May 31, 2024.**

Please be aware that during the remediation period students may also be undertaking Winter term final exams and beginning Summer (S1) courses. Given this, some students might have a conflict between completing Winter term course work and Summer term course work. In such cases, instructors are strongly encouraged to prioritize students' ability to complete the Winter term course.

In addition, most rooms originally allocated for classes that were suspended have been reassigned for the regular Winter exam period and for S1 classes; accordingly, room locations will change, even if normal class schedules can be resumed. **Information on class locations will be communicated directly to Course Directors as soon as it is available, and Course Directors will need to communicate this information to students enrolled in their courses.**

To help facilitate the necessary administrative arrangements for in-person classes, **academic activities will be delivered virtually for the first two (2) days of the remediation period – Monday, 22 April and Tuesday, 23 April.** Where instructors choose to remediate in-person, in-person classes and activities will begin Wednesday, 24 April. Please note that instructors can decide to deliver courses virtually throughout the remediation period as appropriate and necessary to accommodate students' circumstances.

What is Remediation?

“Remediation” and “Remedial Actions” refer to accommodations for students, modification of normal academic regulations, and adjustments in course completion options, and class and examination schedules. Senate legislation emphasizes that course directors are in the best position to determine appropriate remediation for courses and will do so in conjunction with their departments/Faculty and with their students, and in alignment with [remedial actions approved by Senate Executive](#). Remediation is to be governed by the principles of flexibility and discretion. Course directors are encouraged to be

flexible in dealing with individual student requests and must not unreasonably deny them. Remediation decisions should be guided by a balance of the three principles of fairness to students, academic integrity, and timely information. A labour disruption necessarily results in limitations in regard to these principles; however, the goal is to take the actions needed to minimize those limitations.

Key Guidelines for Remediation Planning

Senate policy and the communications on Course Completion developed by Senate Executive offer, among others, the following key guidelines for undertaking planning for the remediation period:

- **Course completion options:** [Senate Executive has already approved a host of options](#) to facilitate the balance of the principles of fairness to students, academic integrity, and timely information, including:
 - changes to deadlines;
 - alternative access to course material;
 - assessed grades;
 - potential changes to the number, kind and weight of assignments; and,
 - changes to mode of delivery for classes and exams.

- **Alternative access to materials:** Senate policy provides accommodations for undergraduate and graduate students who cannot or choose not to participate in academic activities because of the disruption. Students who could not or chose not to participate in academic activities during the disruption are entitled to reasonable alternative access to materials covered in their absence. Senate Executive confirms that posting recorded lectures delivered either in-person or remotely will be included as a form of remedial action that meets the requirement to provide reasonable alternative access to materials covered in their absence.

- **Modes of course delivery:** Instructors of undergraduate and graduate courses also have the option to deliver academic activities online during the remediation period as a form of accommodation to students who cannot attend course activities in-person and/or who may have other extenuating circumstances owing to the disruption. Instructors are encouraged to extend maximum flexibility and option resources available to them to accommodate students' needs in the remediation period to meet the principle of fairness to students as expressed in the Senate Disruptions Policy.

- **Timely information:** Students, staff, and faculty have a right to be informed in a timely manner of changed requirements, rescheduled academic activities, and procedures to be in effect. The details of the remediation plan should be communicated to students by the first class meet in the remediation period and it is strongly recommended that a revised remediation syllabus be provided via eClass.

- **Cushion period before assignments due and tests held:** Students require appropriate notice regarding due dates for assignments. Senate Executive has communicated that tests/mid-terms should not be held, and the submission of assignments should not be required, until at least one class "meet" has been held in the remediation period or one week has occurred, whichever is longer. Information pertaining to the completion of course assignments and tests should be included in your remediation plan and should allow for flexibility.

- **Assessed grade eligibility:** Course directors may want to consider changes to number, kind and weight of assignments to facilitate the availability of the 70% threshold for an assessed grade. If 60% of course work has been completed, course instructors have the authority to exercise their judgement to make minor adjustments to the value of graded components so that the 60% can be raised to meet the 70% threshold. In exceptional circumstances students may request assessed grades based on work that falls below the 70% threshold.

Key Steps for Remediation

Step 1: For CUPE members, confirm your return to work at <https://cupejobs.uit.yorku.ca/remediate/>

Step 2: For all Course Directors whose courses were suspended, contact students who remain enrolled in your course to let them know that the course has been re-activated and that details will be forthcoming about options for completing the course.

Step 3: Develop and submit a Remediation Plan for your course using the online [Remediation Plan Tool](#). For CUPE Course Directors, submission of a Remediation Plan via the online system is **required** under the back to work protocol. For YUFA Course Directors, the use of the online remediation planning tool is strongly recommended. All Course Directors should share their remediation plans with students by the first class of the remediation period.

Step 4: Proceed to implement your Remediation Plan and share details of course completion options with students enrolled in your course. Be prepared to accommodate students who are unavailable to attend campus or have other special needs.

Step 5: Review assessed grade requests made by students in your course via the online [Assessed Grade system](#). Respond to those that can be processed immediately where grades for at least 70% of the work in the course have been submitted. Where grades for at least 60% have been submitted, consider making minor changes to the weight of submitted assignments or tests so that students who have requested an assessed grade meet the 70% threshold. These changes must not disadvantage students and must be communicated to them.

Step 5: **Check with your unit to determine the location of your in-person class meet** (if applicable). Communicate this location to students enrolled in your course.

Step 6: As grades are submitted, respond to remaining and additional requests for assessed grades.

Step 7: **Submit all final grades by the May 31st deadline.**

Key Resources for Remediation

Activity	Important Information	Links, Procedures, References
Student Rights	The Senate Policy on Academic Disruption addresses “Fairness to Students” outlining that students who do not participate in academic activities because they are unable to do so, are entitled to immunity from	Senate Policy on Academic Implications of Disruptions or Cessations of University Business Due to Labour Disputes or Other Causes

	<p>penalty and reasonable alternative access to materials covered in their absence. It further states that this does not relieve the student of the responsibility for mastering materials covered or guarantee the same learning experience. Since students may have to leave Toronto or engage in other commitments such as jobs, exchanges, or travel, course directors should provide a variety of ways students can complete the course.</p>	
<p>Course Completion</p>	<p>Course directors should familiarize themselves with the options developed by the Senate Executive Committee related to the completion of courses and finalization of grades. The options consider completion for courses fully suspended, courses where lectures continued but tutorials, labs and grading did not, and courses in which students exercised their right not to participate during the labour disruption.</p> <p>Contact your Department Chair or Associate Dean with questions or for clarification on the options.</p>	<p>Completion of Courses and Finalization of Grades Communication from the Senate Executive Committee</p>
<p>Remediation Planning Support</p>	<p>Course Directors who would like support with their remediation planning are encouraged to reach out to Educational Developers at the Teaching Commons who can offer support with many aspects of remediation planning, including assessment strategy and the redesign of assessments to facilitate course completion and achieve learning outcomes.</p> <p>In addition, Course Directors are encouraged to reach out to their respective Associate Deans (Teaching & Learning, Academic) with any questions.</p>	<p>Remediation Plan Tool</p> <p>Teaching Commons Educational Developer Liaisons</p> <p>Teaching Commons Assessment Resources</p>
<p>Course Delivery</p>	<p>The eClass learning management platform provides many useful tools to support remediation, including those for communicating with students, sharing course materials, sharing lectures captured on video, facilitating assignment</p>	<p>eClass Learning Management System</p> <p>eClass Resources and Support via Learning Technology Service Support</p>

	<p>submission, and so on.</p> <p>The original Fall/Winter 2023-24 room allocations are no longer in effect for the remediation period. Room allocations for in-person classes will be scheduled for the remediation period and communicated to Course Directors by their units.</p>	
Grades	<p>In accordance with the course completion options, eligible students may have submitted requests for assessed grades. You may review and respond using the Assessed Grade Request online form.</p> <p>All final grades must be submitted via the online Grades Input system (GAM) by May 31, 2024. Failing to submit final grades by this date will delay graduation for students eligible to graduate.</p>	<p>Assessed Grade Form Application</p> <p>Grades Input on the Web (GAM)</p>
Student Accessibility	<p>In preparing your remediation plan please be mindful that students with disabilities and others with accessibility needs may require special supports for in-person or remote delivery classes and for the transition back to classes.</p> <p>Student Accessibility Services will continue to be a resource available to instructors and can be contacted via sasinfo@yorku.ca.</p>	<p>Student Accessibility Services</p>