



## Rising Scholars Memo

RE: Delayed Work

Effective October 2024

We will use the following communication to PSCE/CDCR and to faculty when we are notified of batched delayed work.

**PSCE/CDCR Communication for when we have been notified of batched delayed work:**

Thank you for your notification about the delayed work for (CDCR INSTITUTION/YARD/ETC). We will notify faculty of the specific aspects of this batch of delayed work from your institution based on the information you have supplied.

It is important for everyone to have a common understanding of the impact to students around this incident:

1. Faculty have the autonomy to make their own decisions about the appropriate flexibility as it pertains to their class. Students can expect that faculty will consider components that are outside their own control and adjust where feasible, especially when it has been specifically outlined in the syllabus.
2. When delays happen, there is no guarantee that students will not be negatively impacted – even when it is out of their control. Faculty will do their best to take appropriate measures based on
  - The amount of information available regarding the delay (specific students, specific assignments, specific dates, etc);
  - The length of the anticipated delay;

[rising.scholars@paloverde.edu](mailto:rising.scholars@paloverde.edu)

Rising Scholars Committee members: Grecia Alvarez, Tim Bolin, Brandi Chavez, Alma Correa, Sara Frid, Jeanette Garret, Esther Grijalva, Maria Kehl, Graciela Milke, Guadalupe Ochoa, Sam Robinson, Ger Xiong.

- Considerations around Academic Honesty; and,
- Concerns pertaining to the course regarding adherence to the Course Outline of Record or other compliance components that could impact the ability to offer the course in the future.

We understand that paper correspondence is a laborious, inefficient process with a lot of opportunities for human error, mishaps, miscommunication, and general aspects of life that are out of anyone's control. Our department will do everything we can to assist students through this period with equity, grace, compassion and understanding.

Thank you,

PVC Rising Scholars/Distance Learning Office (Brandi, Miriam, Esther, Grecia)

**Faculty Communication for when students have batched delayed work:**

Dear Faculty,

The Rising Scholars/Distance Learning Office has just been notified about delayed work for (CDCR INSTITUTION/YARD/ETC). This is the specific information that we have been given:

- Bullet point each aspect of the delay here

We understand that paper correspondence is a laborious, inefficient process with a lot of opportunities for human error, mishaps, miscommunication, and general aspects of life that are out of anyone's control. Our department is dedicated to supporting faculty and students through this period with equity, grace, compassion and understanding.

Please note that we did remind the PSCE and CDCR staff of the following:

1. Faculty have the autonomy to make their own decisions about the appropriate flexibility as it pertains to their class. Students can expect that faculty will consider components that are outside their own control and adjust where feasible, especially when it has been specifically outlined in the syllabus.
2. When delays happen, there is no guarantee that students will not be negatively impacted – even when it is out of their control. Faculty will do their best to take appropriate measures based on
  - The amount of information available regarding the delay (specific students, specific assignments, specific dates, etc);
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- Considerations around Academic Honesty; and,
- Concerns pertaining to the course regarding adherence to the Course Outline of Record or other compliance components that could impact the ability to offer the course in the future.

Please let us know if we can be of further assistance in this matter.

Thank you,

PVC Rising Scholars/Distance Learning Office (Brandi, Miriam, Esther, Grecia)

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