



**DATE:** Fall 2025  
**TO:** College Faculty  
**FROM:** Pamela Brown, Provost/Vice President for Academic Affairs  
**SUBJECT:** Fall 2025 - Course Management Memo

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This course management memo includes information to assure you are aware of important policies and procedures to fulfill your teaching and administrative responsibilities, and you have access to information about resources that are available for you and your students. Please read carefully.

**Bookmarked topics include:**

(1) [Brightspace—Welcoming Students](#), (2) [Syllabus requirements](#), (3) [CUNY's Academic Integrity Policy](#), (4) [Accessibility](#), (5) [Resources, policies and procedures](#), (6) [Class cancellations/changes/relocations](#), (7) [Course Modality requirement](#), (8) [Camera Use Guidance for Online and Hybrid Courses](#) (9) [Field trips](#), (10) [Attendance/Grading Policies](#) (11) [Medical documentation/Technology issues/Accommodations](#) (12) [Bereavement policy](#), and (13) [Final Grades](#)

**1. Brightspace:** [Brightspace](#) is City Tech's Learning Management System (LMS). The Academic Technology and Online Learning ([AtOL](#)) website provides information and support, including one-on-one appointments and extensive training and resources to help you set up your course site, as well as support for students. I urge you to take advantage of these resources.

**Welcoming Students and Course Administration:** Regardless of the modality you are teaching, please include a message about attending the first-class session posted on Brightspace ahead of time, so that students consistently know where to find this information and will know how to participate from the first class. Remember to activate your class in [Brightspace](#).

**All instructors teaching online asynchronous sections** must externally document "regular and substantive interaction (RSI) between the students and the instructor(s)" by December 31, 2025. and be recertified as online instructors by the end of spring 2026. Recertification documents RSI.

**2. Syllabus requirements:** Please ensure that you distribute the syllabus and any other needed information by the first-class meeting. Comprehensive information will help your students better understand expectations, as well as take advantage of resources that will help them succeed. At a minimum, please include the following in your syllabus:

- Course number, title, section number, course description, credits, pre/corequisites.
- Instructor's name, email address or other way to reach you, and Student Hours (aka office hours) so that students know how and when to contact you.
- Technology requirements and links for where to go for technical support.
- Required text(s) and any other required course materials.
- Instructional objectives that incorporate assessment measures and techniques.
- A schedule of topics to be covered. Include dates and location of in-person classes. Dates, times (synchronous modality) and information on how to access online classes. Dates and times should agree with this information in CUNYfirst.
- Required and recommended readings and other major assignments. Include explicit information about due dates and times, or if asynchronous, deadlines for participation as well as deadlines for completion of assignments.

- Details on how to access course materials, discussion boards, etc. and submit assignments.
- As needed, links to resources such as the [library](#), [tutoring](#), or other [student services](#).
- Clear statements about grading policies and assessment of student work.
- Attendance/class participation policy.
- The university's [academic integrity statement/plagiarism policy](#).
- A link to the [Center for Student Accessibility](#). See #12 that follows for a statement.
- Please consider adding a statement about your commitment to diversity and inclusive education (suggestions from DICE available [here](#)).

You should also provide a copy of your syllabus to the department. Please remember that you are responsible for holding all class sessions through the full semester (typically 15 weeks) , and for the entire scheduled time, or a comparable time period for asynchronous sections, observing the USDOE definition of a [Carnegie hour](#).

**3. CUNY's Academic Integrity Policy** The university's latest [Academic Integrity Policy](#) addresses general issues related to Artificial Intelligence/AI.

**4. Accessibility:** Online course materials should be accessible to all students, including students with disabilities, in a timely manner. The Library's self-paced training module [Designing for Access](#) is a good resource. Brightspace ALLY supports universal design for learning. To learn how to use ALLY see your Brightspace course or sign up for an AtoL workshop. The [Accessibility section in OpenLab Help](#) provides practical guidance for faculty on making their materials accessible. CUNY is in the process of developing procedures regarding accessible course materials which will be shared as soon as they are available.

**5. Resources, policies and procedures:** [Faculty Commons Resources](#) provides information on administrative responsibilities, information on using CUNYfirst, and other important policies and procedures, including details about the [Academic Alerts System](#). Please take advantage of these valuable resources.

Valuable information on pedagogy, helpful tips, and additional resources and policies are also provided on the [Faculty Commons Teaching](#), and [Open Lab Distance Education](#) sites.

I encourage you to promote a culture of active learning from the first class. Active learning is considered so critical for student success that our accreditor, MSCHE, specifically requires regular and substantive student-faculty interactions in online courses.

**6. Class cancellations/changes/relocation:** Class meetings are governed by state regulations. If you are unable to teach, arranging for substitute service to avoid canceling the class may be possible, so please notify your chair right away. No class may be cancelled without prior notification of the department chair and, in the case of evening or weekend classes, the Adjunct Workload Management Office as well (718.260.5565 or [awmo@citytech.cuny.edu](mailto:awmo@citytech.cuny.edu)).

Instructors of in-person classes should not relocate classes to a new room without first receiving permission from the Registrar's Office. AWMO conducts routine classroom checks.

**7. Course Modality Requirements:** Please remember that you may not unilaterally change the modality of your courses—be it in-person, hybrid, or synchronous/asynchronous online. CUNY policy explicitly requires faculty to meet their classes in the modality listed in the CUNYfirst Schedule of Classes. For hybrid classes, in-person meeting dates should align with the information in the CUNYfirst Schedule of Classes and should also be included in the course syllabus, distributed by the first class. We all understand that situations can develop unexpectedly, including illness. In this case, please reach out to your chairperson, who can consult with the Dean and Provost to help you develop a reasonable solution which best allows your students to keep learning. Provost's approval is required to change modality.

**8. Camera Use Guidance for Online and Hybrid Courses:** Faculty may require students to turn on their

cameras in online and hybrid courses during class periods or for remote testing purposes. Faculty who intend to require camera use should also clearly state this on course syllabi and cover the requirement with students on the first day of class.

**9. Field trips:** Please be aware that every off-campus field trip requires an approved field trip form. More information about field trips can be found on the [Faculty Commons Resources](#) website under [Student Travel Overview](#). ESPARC certificate issued within the most recent 12-month period is required along with the field trip request.

For on-campus activities such as trips to the library or the on-campus [Cold Spring Harbor Labs DNA Learning Center](#), you should inform the department in advance and post a sign on the classroom door indicating the temporary location, in case an emergency situation arises.

**10. Attendance/grading policies:** CUNY is considered a “non-attendance taking system,” which means the institution is not required by the federal government to take attendance. However, student attendance should always be recorded to ensure that correct grades are assigned (for example, to determine whether a WU or an F is appropriate). Class participation can be used in grading criteria. All grades, and the nature and the weight of each component of the final course grade, as listed in the syllabus, should also be recorded. Students’ Brightspace login can be viewed via the Performance Dashboard or by running a course report. Attendance and grading information should be submitted to your department at the end of the semester. To easily document this information, [eClass folder templates](#) are available on the [Faculty Commons Resources](#) page. You can also scroll down and download from the [Adjunct Workload Management Office](#). Please see the [CUNY Uniform Grade Glossary](#), found on the [Faculty Commons Resources](#) website for questions on grading. **Please note the last day to withdraw for a full or partial tuition refund can be found on the [Academic Calendar](#)**

**11. Medical documentation/Technology issues:** Sometimes students fail to participate in class, miss assignments, etc., and explain the reason was illness or loss of internet access. Please exercise compassion and common sense when receiving these requests. In many situations, you can choose to grant accommodations without reviewing medical or other documentation. When appropriate, students requesting accommodations due to medical conditions should do so via [CUNY Accommodate](#). Faculty should never review medical documentation from a student.

**12. Accommodations:** [The Center for Student Accessibility \(CSA\)](#) has implemented [CUNY Accommodate](#), a new platform that streamlines requests for students with disabilities (permanent and temporary) for services and supports. In CUNY Accommodate you can:

1. Easily view, print, and sign (optional) accommodation letters for students in your courses each semester.
2. View a list of students with accommodation enrolled in your courses.
3. Review approved testing accommodations for students taking all forms of tests.

There are [FAQs](#) and the link to the [Disability Defined](#) section to assist you in understanding what is involved in this process. Please contact the Center for Student Accessibility if you have any questions or concerns via email at [accessibility@citytech.cuny.edu](mailto:accessibility@citytech.cuny.edu).

**13. Bereavement:** please follow the college’s [bereavement policy](#) for guidance on supporting students who have lost a family member. This, too, can be found on the [Faculty Commons Resources](#) website.

**14. Final Grades:** Final grades are submitted electronically via CUNYfirst. Final Grade rosters for **Fall 2025 Semester** will be available beginning **Tuesday, December 16** and must be submitted no later than **midnight of Friday, December 26, 2025**.

This memo will be posted on the [AWMO memos](#) and [Faculty Commons Resources](#) websites.

Best wishes for a successful and rewarding **Fall 2025 session**.