

From: fas-d-request@lists.wm.edu on behalf of Boone, Ben
Sent: Thu, 10 Aug 2023 18:45:58 +0000
To: fas-d
Subject: [fas-d] Annual Policy Reminders
Attachments: Sample Syllabi Statements.pdf

Dear colleagues,

It's that special day – August 10 – when we get to send you our semesterly policy and date reminders! Please do not hesitate to reach out to us at any point in the semester with questions or concerns.

Course syllabus. It continues to be critically important to have a detailed syllabus that is posted on Blackboard (Bb) as soon as possible. Make sure that your syllabus contains as much detail as possible regarding student assessments, assignments and readings, and classroom policies. We recommend considering adding statements about attendance expectations, Student Accessibility Services, and the use of AI in your course. We have attached a document with sample statements that may be useful.

Important dates for the fall calendar:

Labor Day, no classes: Sept. 4
Add/drop deadline: Sept. 11
Midterm grading period: Oct. 9-29
Fall break (Thursday-Sunday): Oct. 12-15
Withdrawal deadline: Oct. 30
Advising period: Oct. 23 - Nov. 3
Election Day, no classes: Nov. 7
Remote classes (synchronous or asynchronous): Nov. 20 – 21
Thanksgiving break, no classes: Nov. 22 – 26
Last day of classes: Dec. 8
Final Exams: Dec. 11-15, 18-19
Final grades due: Jan. 2, 9am

Class absences. We continue to encourage you to have clear expectations in your syllabus related to the ways in which students will remain engaged with your coursework should they miss classes. Feel free to work with colleagues in your units or across campus to develop your own solutions. As a reminder, the Student Health Center, Counseling Center, and Dean of Students Office do not send documentation to faculty related to short-term illnesses or other absences.

Midterm grade evaluation. The midterm grading period is from **October 9 – 29**. Further, the date to withdraw from classes is Monday at midnight **October 30**. It is recommended that students have had at least one graded assignment returned to them by October 29, so that they can gauge their progress in the course. Please also endeavor to provide midterm grades on Banner for all undergraduate students. These grades are critical for students to make enrollment decisions before the withdrawal deadline.

Final exams. A final examination is expected in all courses except seminars, colloquia, studio, or writing courses where final examinations may be unnecessary or inappropriate. The Arts & Sciences Faculty Manual states that final exams must be three hours in length unless a shorter length is specified in the

syllabus. The policy can be found at

<http://www.wm.edu/as/facultyresources/fas/documents/fas/facultymanual.pdf>

The time and date of the final examination is determined by the Office of the University Registrar. For classes with discussion, drill, or lab sections, the time block for the final exam derives from the meeting day and time of the primary lecture.

<https://www.wm.edu/offices/registrar/calendarsandexams/examschedules/fall23exam/index.php>

Faculty may not change the time or date of the exam. If you assign a paper or take-home exam in lieu of a 3-hour in-person exam, it is due during the scheduled final exam period for your section.

No exams during the last week of classes. Except for final laboratory examinations (including language laboratories and performance courses), senior thesis or Honors projects, on-campus COLL 300 courses, independent study projects and one-credit courses, no test or final examinations may be given during the last week of classes or during the period between the end of classes and the beginning of the examination period or during any reading period. Other assignments, such as projects, short quizzes, homework and papers may be due during the last week of classes as long as they do not total more than 25% of the final grade. There is no restriction on material due during the regularly scheduled final exam period.

Classroom technology. We encourage you to check the IT classroom technology website (www.wm.edu/it/classrooms) for updated tech information. As a reminder, IT staff will assist faculty remotely for classroom tech issues before sending a staff member to the classroom. Any questions may be directed to support@wm.edu.

FERPA Reminder & Blackboard Policy. No undergraduate student may have access to grades or other protected academic information for any other student in any course. No graduate student may have access to grades or other protected academic information for any other student enrolled in the same course or enrolled in the same graduate program.

Please remember that if you are communicating with more than one student in your class, you must place all student email addresses in the BCC line in order to provide privacy.

New process for assigning TA access: Soon you will receive news that the former DocuSign process for granting TA access to Blackboard is no more. The new request mechanism will live on the Blackboard Course Generator site (even after a course is created) and will automate the process. We recommend waiting until that announcement before assigning TA access that will require the outdated DocuSign process.

Communicating with parents. Due to FERPA regulations, you are not permitted to discuss a student's grades, performance, or attendance with a parent or guardian or other concerned party without knowledge of a signed waiver from the student. We recommend funneling any parent/family communications to our shared email address as-undergraduate@wm.edu and we will handle things from there.

Thank you for making to the end of this email! If we can be of any assistance, please don't hesitate to let us know.

Ben and Shelly

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