

**Subject:** Start of the Semester Memo

Hello all Fall 2019 Batten teaching faculty!

I hope that you are ready for a great fall semester! In this email you will find dates and various other items and policies that are important for faculty to know as we start the Fall 2019 semester. This is a very dense email, **please pay attention to important dates and other requests**. Feel free to save this information for your future reference. This memo is also stored on the Batten Community [Faculty Resources](#) page.

## **DATES**

**Classes begin Tuesday, August 27** [NOTE: The [Batten Academic Calendar](#) also lists essential dates]

NOTE: **Classes ARE held on Labor Day**, Monday, September 2.

### **Drop/Add Information**

Final Day to **ADD AND/OR DROP** (course removed from transcript) a Course: **Tuesday, September 10**

[NOTE: this is a change from previous semesters, the **deadline to ADD or DROP is on the SAME day**]

Final Day to Drop a Course with a W: Tuesday, October 22

### **Breaks**

Fall Reading Days: Saturday, October 5 – Tuesday, October 8

Thanksgiving Recess: Wednesday, November 27 - Sunday, December 1

### **Important End of Semester Dates**

Last Day of Classes: Friday, December 6

Reading Days: Sunday, December 8; Thursday, December 12; Sunday, December 15

Exams: Monday, December 9 - Tuesday, December 17

### **When are Fall 2019 Grades Due?**

48 business hours after YOUR final exam. Absolutely no later than Thursday, December 19 by 5:00pm.

## **Syllabus information**

### **Syllabus submission for Collab Library**

**Please send me your Fall 2019 course syllabi by Monday, August 5<sup>th</sup>. Please include language regarding honor, personal well-being, and plagiarism, as well as noting any required field trips.** Additional information on each is below and is expected to be in your syllabus.

### **Syllabus Language for Honor, Grading, Additional Time, and a Personal Wellbeing statement**

Statements are in the attachment to this email and are also on the [Faculty Resources webpage](#). If they aren't already in your syllabus please include them. **[These were updated in the spring and must be included as written.]**

### **Plagiarism**

Because of misunderstandings among students about the definition of academic fraud, instructors are encouraged to address this subject in their classes and in their syllabi. Please distribute these standards in writing to the class and post in your course Collab site. You can find some good information about the honor system at UVA here: <http://honor.virginia.edu/faculty>. The Batten School feels very strongly

about academic fraud and enforcing the University honor code standards within our School. Faculty should take note that Batten supports the Honor Code and you.

### **Field Trips**

If your course will include an off-Grounds field trip, please visit the Office of Risk Management website regarding [Academic Field Trips](#). Regardless of whether or not the trip is required for the course, faculty are responsible to plan ahead in order to limit the liability to the University. **Required field trips must be disclosed to students on the syllabus and in the course description.** There are also risk forms that students must sign prior to any trip. Please contact me if you have any questions or need assistance. It is a good practice to give me as much notice as possible about field trips to ensure that all information and documents are in order ahead of time.

## **Other Course information**

### **Final Exams**

University policy states that course final exams can only be given in class on the date and time [announced by the University](#). At times, this date is inconvenient for students and/or faculty, but please note that **an in class final exam cannot be given outside of the date and time announced**. Faculty may choose to give a take home final exam or a final test outside of the University announced date and time, but a final exam must be given on the date and time announced by the University. Please let me know if you have any questions.

### **Batten Grade Distributions**

To ensure some consistency across courses, the Batten School has a grading scale as follows:

**For all Batten courses (Undergraduate and Graduate – elective and core), faculty are encouraged to aim for an average course GPA of 3.5.**

Recently there have been some extreme deviations from this average. If you are teaching in the Batten School and feel a pedagogical need to deviate from this target, please let Associate Dean, Jay Shimshack, know. He is happy to talk through any such exceptions.

### **Faculty Teaching Core Courses in either the BA or MPP curriculum**

The curriculum is designed so that students are put to the test academically, and we know that students will have multiple assignments due around the same time, which is part of the nature of this program. We simply ask that if you are planning to have major assignment due in your class (48 hour project, major mid-term or other large project) please give the other faculty teaching in the core a heads up; this way everyone knows what is coming for students.

### **Class Rosters**

You will be asked to **verify class rosters through SIS**. Please do not rely on Collab for completeness or accuracy of the class roll. SIS, and **not** Collab, contains the official enrollment for instructors and students. If you have any challenges using SIS, please let me know. I am happy to help.

### **End of semester events/parties and alcohol**

There are numerous University policies about events where alcohol is served and students are invited. Please ensure you are in compliance with these policies and that you review this [website](#) if you are

planning an end of the semester event that involves students and alcohol:

<https://vpsa.virginia.edu/alcohol>

## **Useful Student information**

### **Absences**

Serious illness or death within the student's immediate family, religious holidays and participation in field trips and athletic contests are all understandable reasons for missing class. We hope that students will not be penalized when they are absent for such reasons. These students have the obligation ahead of time to make the necessary arrangements for make-ups. You are not obliged to provide makeup tests for students whose absence is not warranted by the listed circumstances.

Students attending class so irregularly as to be making no progress in the course may be excluded from this policy. Up to the Withdrawal deadline, the resultant grade to the student is a W; thereafter, an F. This policy is reasonable, however, only when announced to the students in advance.

Students occasionally disappear for extensive intervals from the radar screen. When that happens or you have serious concerns about the well-being of a Batten student, please alert Amanda Crombie, Director of Academic Programs or Jill Rockwell, Senior Assistant Dean of Student Services; one of them will follow up with you in these regards. If you are concerned about a non-Batten student in one of your classes, please contact the [University Office of the Dean of Students](#).

### **Validation of Students' Excuses**

Neither Amanda nor Student Health provide written excuses for students; nor do we validate their reasons for absences or failure to meet course requirements. When a student leaves town on an emergency or is incapacitated or otherwise unable to contact instructors, Amanda will notify Faculty. In other instances, instructors, in responding to requests from students for accommodation in the completion of course requirements, may find it helpful to solicit from students a written statement, pledged on their Honor.

### **Mandatory Reporting**

See the [Just Report It](#) web site for details. Click [here](#) for more information and resources on Reporting by Responsible Employees. Please also review the [Title IX](#) website for policies on preventing and addressing discrimination and harassment.

### **Violence Prevention and Bystander Intervention**

The University is committed to promoting a healthy community of sexual respect and bystander intervention. If you are interested in learning more, there is a 1-hour [Hoos Got Your Back Bystander Intervention Training](#) session. Additionally, you are encouraged to review the other resources and links on the "Hoos Got Your Back" [website](#).

### **Learning Disabilities, Title 504 and Americans with Disabilities Act**

The Student Disability Access Center (SDAC), located in the Elson Student Health Center, can arrange diagnostic testing when instructors suspect the possibility of a learning disorder. SDAC makes recommendations to faculty in terms of proposed classroom accommodations for specific learning disabilities and other medical conditions covered under federal legislation. The SDAC website has a section to assist [faculty](#). Academic Affairs staff [Amanda Crombie and Kristine Nelson] are always happy to work with our faculty, SDAC, and our students and assist with requested accommodations.

**University Ombudsperson**

Brad Holland is the [University's Ombudsperson](#). The University Ombuds is an independent, confidential resource available to assist faculty, staff, and students in resolving problems, complaints, conflicts and other issues when normal processes and procedures have not worked satisfactorily. You can reach Brad by phone at 924-7819 and via email at [bholland@virginia.edu](mailto:bholland@virginia.edu). For further information, consult the [webpage](#).

Best wishes for a successful semester! Please do not hesitate to contact either Amanda Crombie [[ajcrombie@virginia.edu](mailto:ajcrombie@virginia.edu)] or me for any assistance.

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