Hello all Fall 2021 Batten teaching faculty!

We hope that this message finds you and your family well. We are looking forward to the start of the Fall semester, and hope that you are too. As we mentioned last week we are continuing to keep a close watch on the continued public health conditions, and will update you if we receive any information about changes to the Fall 2021 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 will also be stored on the Batten [Community Faculty Resources](http://batten.virginia.edu/resources/faculty-resources) page.

**DATES**

**Classes begin Tuesday, August 24** [The updated academic calendar for AY 2021-22 is available [HERE](https://registrar.virginia.edu/calendar/academic/2021-2022)]

**NOTE:  Classes WILL be held on Labor Day**, Monday, September 6

**Last day of classes is Tuesday, December 7, 2021**.

**Other dates/breaks:**

Fall Reading days: Saturday, October 9 – Tuesday, October 12 [no classes October 11 & 12]

Thanksgiving Recess: Wednesday, November 24 - Sunday, November 28th

Reading Days [NO exams]: Wednesday, December 8, Sunday, December 12, Wednesday, December 15

Exams: Thursday, December 9 – Friday, December 17

[**Drop/Add**](https://registrar.virginia.edu/fall-enrollment#add_drop_withdrawal) **Information**

Final Day to ADD a Course: **Tuesday, September 7**

Last day to DROP a Course (will not show on transcript) – **Wednesday, September 8**

Final Day to Drop a Course with a W: Tuesday, October 26 [after this date, dropped courses will have the grade of ‘F’]

**When are Fall 2021 Grades Due?**

48 business hours after [YOUR final exam](https://registrar.virginia.edu/exam-schedule-fall-2021). Absolutely no later than Tuesday, December 21 by 5:00pm.

**Syllabus information**

**Syllabus submission for Collab Library**

Please send me your Fall 2021 course syllabi as soon as possible and no later than Tuesday, August 17th. **Please include language regarding honor, personal well-being, and plagiarism.** 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](http://batten.virginia.edu/resources/faculty-resources). **These were updated for fall 2021 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](http://riskmanagement.virginia.edu/academic-field-trips-0). Regardless of whether the trip is required for the course or is optional, 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. Additionally, faculty must ensure that participating students in Off-Grounds instructional activities respect all public health measures in place at such destinations and on the modes of transportation used to reach and return from them. [See [policy statement](https://uvapolicy.virginia.edu/policy/SEC-046) regarding COVID-19 Health & Safety Requirement]

**Other Course information**

**Final Exams**

University policy states that course final exams can only be given on the date and time [announced by the University](http://www.virginia.edu/registrar/exams.html). At times, this date is inconvenient for students and/or faculty, but please note that **a synchronous final exam cannot be given outside of the date and time announced**. Faculty may choose to give an asynchronous take home final exam or another final exercise 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**.

**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 no later than September 6.**  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**

Please review the COVID-19 information regarding social gatherings [HERE](https://uvapolicy.virginia.edu/policy/SEC-045). Currently, [alcohol](https://vpsa.virginia.edu/alcohol) approvals are still suspended. Continue to check [this webpage](https://vpsa.virginia.edu/alcohol) for updates as we enter the fall semester.

**Useful Student information**

**Absences**

Serious illness or death within the student's immediate family, religious holidays and UVa athletic contests, and volunteering on Election Day 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 to make the necessary arrangements ahead of time 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, Assistant Dean for 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](http://odos.virginia.edu/).

**Validation of Students’ Excuses**

Neither Academic Affairs 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, Academic Affairs 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](http://justreportit.virginia.edu/) web site for details. Click [here](https://eocr.virginia.edu/responsible-employees) for more information and resources on Reporting by Responsible Employees. Please also review the [Title IX](https://eocr.virginia.edu/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](https://docs.google.com/forms/d/e/1FAIpQLSfqa58zDc3BdP2z5FPc-dJy_9MkqjSurpxC9Di5xi-lCA8nxQ/viewform) session. Additionally, you are encouraged to review the other resources and links on the “Hoos Got Your Back” [website](https://notonourgrounds.virginia.edu/index).

**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](https://www.studenthealth.virginia.edu/student-disability-access-center/faculty-staff). 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](http://www.virginia.edu/ombudsman/). 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](http://college.as.virginia.edu/sendTo('bholland');). For further information, consult the [webpage](http://eocr.virginia.edu/ombuds).

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

Best wishes,

Kristine (on behalf of the Academic Affairs Team)