

## Fall 2020 is about to begin!

As we head into fall, the Academic Operations Team has a few items for you to consider based on the Spring 2020 experiences of the Academic Standing Committee, the Education and Curriculum Committee, and the Learning and Teaching Center. We hope that these questions and considerations help prepare you and your students for the requests and situations the term may bring.

### Course Design

<input type="checkbox"/>	Do you usually include an attendance policy in your classes? How have you adapted that policy for online learning? Will you relax this policy for students in quarantine or isolation? Is this policy clearly communicated?
<input type="checkbox"/>	What aspects (if any) of your course will be most affected for students in quarantine or isolation? What is your plan to serve these students?
<input type="checkbox"/>	By midterm break, what percentage of your graded work is due? What about by week 7?
<input type="checkbox"/>	Is it possible to break assignments up in a way that allows you to grade and assess work as you go rather than all at the end?
<input type="checkbox"/>	<a href="#">Don't forget: you cannot assign work due during reading days</a>
<input type="checkbox"/>	Don't forget: There will not be self-scheduled exams held this term, so you are in charge of administering your exam

### Extensions within the term (i.e. pushing back an assignment by a few days, etc)

<input type="checkbox"/>	If you have students who need to quarantine and/or isolate during the term, will you need to change assignment due dates for those students? Are these policies clearly communicated?
<input type="checkbox"/>	If relaxing due dates, specify and document all of the adjustments you make. Avoid saying, "get it to me when you can," or "take all the time you need," since students may assume they'll qualify for a formal extension as a result.
<input type="checkbox"/>	Faculty <a href="#">may not accept work</a> later than the end of the final exam period; <a href="#">regular coursework should be due by 5pm on the last day of classes and take-home exams or final papers should be due by 5pm on the last day of finals</a> . For fall, these dates are Wednesday, November 18th and Monday, November 23 respectively.

### Help to Avoid Confusion about Personal Extensions

<input type="checkbox"/>	<a href="#">Per our academic policies</a> , the Dean of Students Office determines whether or not you may accept a student's work after 11/18 or 11/23 by granting an official extension. You <b>cannot</b> make that call on your own.
<input type="checkbox"/>	The ASC will not automatically grant petitions for, nor will the Dean of Students Office automatically approve extensions for, students whose faculty incorrectly extended assignment deadlines.

### Tips to save everyone some work down the road

<input type="checkbox"/>	Make sure to fill out a <a href="#">progress report</a> or reach out to the Dean of Students Office if a student is struggling in your class. In addition to providing valuable information that helps the Class Deans support our students, these reports are very helpful for the ASC as it works through Academic Review.
<input type="checkbox"/>	Be sure you have a way to identify a student's last date of attendance/academic activity, even if you are teaching an online, asynchronous course
<input type="checkbox"/>	As much as you might like to help a student out, do not agree to a late-add (or drop!) -- remember that this is under the purview of the ASC. You might not know the full picture.

<input type="checkbox"/>	If you suspect plagiarism, cheating, or other forms of academic dishonesty, do not grade or return the work. <a href="#">Submit the suspected violation on the ASC site</a> and hold on to the work until the situation is resolved.
<b>Grading</b>	
<input type="checkbox"/>	Please adhere to the grading deadlines and submit your grades on time
<input type="checkbox"/>	Check your grades in the Hub before you walk away from the class for winter break. Sometimes errors happen and grades don't properly save, which can result in students not receiving a grade. They'll get assigned an "X," which will turn into an "F" after a few days. Your students will panic, you'll have to write a lot of memos, and the ASC will have to review your students multiple times.
<input type="checkbox"/>	Fill out a D/F form at the time you submit course grades if you needed to assign a non-passing grade to any of your students.
<b>Have a student with a personal extension?</b>	
<input type="checkbox"/>	Submit a <a href="#">provisional grade</a> right away
<input type="checkbox"/>	If your student receives an extension and completes their work within the deadline, grade the work and submit the course grade by the stipulated deadline
<input type="checkbox"/>	If your student receives an extension and does not complete their work within the deadline, let the student's Class Dean and the Registrar know right away. Late work is not to be graded. A student may <a href="#">petition the ASC</a> for an extension to the extension, but such a petition must be submitted before the original extension deadline has passed.