Hello, Batten Fall 2022 Teaching Faculty!

This memo is filled with dates and important policies for your attention regarding teaching for the Fall 2022 semester. All information is on the [Batten Faculty Resources page](https://batten.virginia.edu/resources/faculty-resources) and will be updated throughout the term.

**FALL 2022** [UVA Academic Calendar 2022-2023](https://registrar.virginia.edu/calendar/academic/2022-2023)

Aug 11 Syllabi due for new courses and new faculty

Aug 15 Syllabi due for all other courses

Aug 23 Courses begin

Sep 5 Classes held on Labor Day

Oct 1- 4 Fall Reading Days – No Classes

Nov 8 Election Day – No Classes

Nov 23 - 27 Thanksgiving Recess – No Classes

Dec 6 Last day of classes

Dec 8 - 16 Exams (University Scheduled time)

GRADES are due 48 hours after your final exam, and no later than 12/20 by 5:00 pm.

DROP/ADD deadlines

Sep 6 Final day to add a course

Sep 7 Final day to drop a course, no grade penalty (course removed from transcript)

Oct 18 Final day to drop a course with W on transcript (drop after this date will be F)

**TO DO Submit syllabus**

By August 15 (or August 11 for new faculty or courses), email your syllabus to Kristine.

**TO DO Verify Class Rosters through SIS**

You will be asked to **verify class rosters through SIS (in your Faculty Center)**. 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 us know. We are happy to help.*

**ACADEMIC STANDING** [Batten Academic Standing Policies](https://batten.virginia.edu/resources/faculty-resources)

Students are expected to meet minimum standards to progress in either the BA or MPP program. However, there are times when students do not reach those standards and require remediation.

Standard academic progress in core courses for each of our programs is defined as:

* BA program - the minimum grade to pass a course is C.
* MPP program - the minimum grade to pass a course is a B minus.

Batten strives to provide students with the tools to successfully complete your courses. If you identify a student who is likely not meeting standard academic progress standards in your core course, please notify Amanda Crombie as soon as possible.

**ACADEMIC POLICIES** [Graduate Academic Policies](http://records.ureg.virginia.edu/content.php?catoid=53&navoid=4195#academic-standing) UREG  | [Undergraduate Academic Policies REG](http://records.ureg.virginia.edu/content.php?catoid=52&navoid=4071" \l "acdmcstnd" \t "_blank)

Faculty should contact Amanda Crombie with policy questions. Please refer student policy inquiries to Katie Straight (graduate students) or Kristine Nelson (undergraduate students).

**PREPARING YOUR SYLLABUS**

**COURSE PLANNING SUGGESTIONS**

* Consider these recommendations when planning courses and drafting syllabi:
[**Diversity and Inclusion Course and Syllabus Suggestions**](https://batten.virginia.edu/sites/default/files/2022-08/FBS%20Diversity%20Inclusion%20Course%20Syllabus%20Suggestions%202022.docx)– Word document
shared by Batten School’s Faculty Director of Diversity and Inclusion Sophie Trawalter and colleagues.
* **Field Trips**
If your course will include an off-Grounds field trip: Visit the Office of Risk Management website regarding [Academic Field Trips](https://uvafinance.virginia.edu/property-liability-risk-management-advice/acquire-guidance-academic-field-trips). 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.** Contact Kristine to notify the Academic Programs office that you are planning a trip. Discuss your plans as early as possible to ensure that all information and documents are in order ahead of time.
* **Plagiarism**
You can find some good information about the honor system at UVA and resources for faculty and TAs here: <https://honor.virginia.edu/faculty>. The Batten School feels very strongly about academic fraud. Faculty should take note that Batten supports the Honor Code and you.

**TO INCLUDE IN YOUR SYLLABUS**

* **Honor, Grading, Additional Time, Well-being** policies to include in full:
[**Batten Syllabus Statements to include in full** – Word document](https://batten.virginia.edu/sites/default/files/2022-08/FBS%20Syllabus%20Statements%20FALL%202022.docx)
* **Grading**To ensure some consistency across courses, the Batten School has a grading scale as follows:

For 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 the Associate Dean for Academic Affairs, currently Jay Shimshack, know no later than September 5.**  He is happy to talk through any such exceptions.

**CALENDAR ITEMS TO INCLUDE IN YOUR PLANNING**

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

Our curricula are 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.

* **Final Exam Policy**
University policy states that course final exams can only be given in class on the date and time announced by the University Registrar:[**U-REG Exam Schedules**](https://registrar.virginia.edu/exam-schedules). At times, this date is inconvenient for students and/or faculty, but please note that **an in-class final exam or other synchronous final exam cannot be given outside of the date and time announced for the final exam. Under no circumstances should class time be used for the administration of final examinations.**  Faculty may choose to give a take-home final exam, asynchronous final exam, or a final test outside of the University announced date and time, but a *cumulative* final exam must be given on the date and time announced by the University. An instructor may, however, give the examination on a “take home” basis during the examination period.

**USEFUL INFORMATION**

**Student Absences**

Serious illness of the student or 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 the class. 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 the Assistant Dean for Academic Programs or the 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**

No one at Batten nor Student Health provide written excuses for students; nor do we (Kristine or Katie) validate their reasons for absences or failure to meet course requirements. Only when a student is called out of town on an emergency or is incapacitated or otherwise unable to contact instructors, an Assistant Dean or some other University representative 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, as well as [Resource & Reporting Guide for Employees](https://eocr.virginia.edu/appendixd) and [Title IX and VAWA](http://titleix-vawa.virginia.edu/) information.

**Violence Prevention and Assignments**

The University is committed to promoting a healthy community free of abuse and violence. The Hoos Got Your Back program is used on Grounds to promote a culture of sexual respect. We encourage you to take a look at the [program resource page](https://virginia.app.box.com/s/a9smj4ucb8kwbe6b6kfy33tb1funm02j) and consider scheduling a training or presentation instead of cancelling class if appropriate.

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

The Student Disability Access Center (SDAC), located in the Student Health and Wellness building, 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/sdac-faculty-staff). The Academic Affairs team members will work with faculty to meet the required accommodations set forth by SDAC.

**University Ombudsperson**

The [University Ombuds](https://eocr.virginia.edu/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 the University Ombuds by phone at 924-7819 and via email at ombus@virginia.edu. For further information, consult the [webpage](http://eocr.virginia.edu/ombuds).

**Policy Reminder: Events, students, and alcohol**There are numerous University policies about events to which students are invited where alcohol is served. Please review this website if you are planning an event that involves students and alcohol: <https://vpsa.virginia.edu/alcohol>.

Best wishes for a pleasant end to the summer and a successful fall semester! Please do not hesitate to contact anyone on the Academic Affairs team for any assistance.

Many thanks,

Kristine and Katie

Kristine Nelson, Assistant Director of Undergraduate Academic Programs

Katie Straight, Assistant Director of Graduate Academic Programs

Office of Academic Programs

Frank Batten School of Leadership & Public Policy