Hello, Batten Spring 2023 Teaching Faculty!

This memo is filled with dates and important policies for your attention regarding teaching for the Spring 2023 semester. All information is on the Batten Faculty Resources page and will be updated as needed.

This memo is organized topically as follows for ease of access to specific information:

1. DATES AND CALENDAR ITEMS
2. SYLLABUS ITEMS
3. STUDENT ABSENCES
4. USEFUL UNIVERSITY INFORMATION
5. ACADEMIC STANDING AND POLICIES
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1. DATES AND CALENDAR ITEMS

**SPRING 2023**

**UVA Academic Calendar 2022-2023**

January 6   Syllabi due for new courses and new faculty  
January 13  Syllabi due for all other courses  
January 16  MLK Holiday  
January 18  Spring 2023 courses begin  
March 4-12  Spring break – no classes  
April 3-5   48 Hour Project for Introduction to Policy Analysis (**Important if teaching 1st year MPP students**)  
April 7     APP Technical Report Deadline (**Important if teaching 2nd year MPP students**)  
May 2       Last day of classes  
May 4-12    Exams (**University Scheduled time**)  

GRADES are due 48 hours (2 business days) after your final exam, and no later than 5pm, May 16.

Final Exercises: Saturday, May 21 (College) & Sunday, May 22 (Batten and other Schools)

DROP/ADD deadlines  
February 1   Final day to add a course  
February 2   Final day to drop a course, no grade penalty (course removed from transcript)  
March 15     Final day to drop a course with W on transcript (drop after this date will be F)

**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. We know 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 core courses a heads up; this way everyone knows what is coming for students and can plan accordingly.

**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**. 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.

2. SYLLABUS ITEMS

COURSE PLANNING SUGGESTIONS
Consider these recommendations when planning courses and drafting syllabi:
Diversity and Inclusion Course and Syllabus Suggestions – Word document
as 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. 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. Please notify Kristine as soon as 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

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 January 9th. He is happy to talk through any such exceptions.

3. 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 the syllabus, and approved through the Academic Programs Office.

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, Amanda Crombie, or the Senior Assistant Dean of Student Services, Jill Rockwell; 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 provides 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.

4. USEFUL UNIVERSITY INFORMATION

Mandatory Reporting
See the Just Report It web site for details, as well as Resource & Reporting Guide for Employees and Title IX and VAWA 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 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. The Academic Affairs team members will work with faculty to meet the required accommodations set forth by SDAC.

University 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 the University Ombuds by phone at 924-7819 and via email at ombus@virginia.edu. For further information, consult the webpage.

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.

UVA Alerts
Familiarize yourself with UVA’s emergency management website. UVA alerts will automatically be sent to all UVA email addresses. Faculty are encouraged to register mobile phone numbers in their UVA Alerts account to receive texts. Additional email addresses can also be added.

5. ACADEMIC STANDING AND POLICIES

ACADEMIC STANDING  Batten Graduate Academic Policies  |  Batten Undergraduate Academic Policies

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.

FULL ACADEMIC POLICIES  Graduate Academic Policies UREG  |  Undergraduate Academic Policies UREG

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

6. ACTION ITEMS

Submit syllabus
By January 13th (or January 6th for new faculty or courses), email your syllabus to Kristine.

Verify Class Rosters through SIS
You will be asked to verify class rosters through SIS (in your Faculty Center). Please do not rely on Canvas for completeness or accuracy of the class roll. SIS, and not Canvas, contains the official enrollment for instructors and students. If you have any challenges using SIS, please let us know. We are happy to help.

Best wishes for a restful winter break! Please do not hesitate to contact anyone on the Academic Programs 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