### Dean of Studies Memo
For Teaching Faculty

April 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 10</td>
<td>Last day to withdraw with &quot;W&quot;; last day to declare ungraded option</td>
</tr>
<tr>
<td>Mon—Fri, April 3-14</td>
<td>Online registration for fall Five-College courses</td>
</tr>
<tr>
<td>Mon—Fri, April 3-21</td>
<td>Online registration for fall Mount Holyoke courses</td>
</tr>
<tr>
<td>Friday, April 21</td>
<td>Senior Symposium</td>
</tr>
<tr>
<td>Monday, May 1</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Tues—Thurs, May 2-4</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Thurs—Mon, May 4</td>
<td>Exam Period</td>
</tr>
</tbody>
</table>

### Advising & Registration

**Here are a few things to keep in mind:**

- Current juniors begin registration Monday, April 3; current sophomores begin Tuesday, April 4; current first-years begin on Thursday, April 6.

- Advisees do need your clearance on MyMountHolyoke to register and the clearance should signify that you have had an advising conversation; keeping the above dates in mind can be helpful in case you couldn't get to everyone within the official "Advising Period."

- The deadline to withdraw from a course or elect the ungraded option is **April 10**. This is also the last day to withdraw from a course with the "W" designation on transcripts. Conversations about such decisions with advisees can be very helpful. Encourage students who wish to withdraw from a course to seek advice as well from their professors and from a class dean.

- Suggestions for useful advising questions were included in the [March newsletter](mailto:March@mtiholyoke.edu).
**Refresher on Degree Requirements**

- **One designated first-year seminar:**
  First-year seminars no longer also fulfill any other graduation requirement (e.g. Humanities, Soc Sci, Sci & Mathematics, and/or Multicultural Perspectives), but seminars taken in Fall 2016 or earlier may do so if they were designated at the time as meeting both requirements.

- **One course in each of the following divisions that carries distribution designation in its course description in MyMountHolyoke:**
  **Humanities (Division I)**
  Any ONE Humanities course can fulfill this requirement. Coursework in the language departments designated as fulfilling the language requirement CANNOT also fulfill a distribution requirement for a given student.
  **Math or Science (Division II)**
  Any ONE Math or Science course can fill this requirement. There is no longer a laboratory requirement, but a student can choose to take a laboratory science to fulfill this requirement.
  **Social Science (Division III)**
  Any ONE Social Science course can fulfill this requirement.
  **ONE Designated Language Course** other than English.
  **ONE semester of a course with a Multicultural Perspectives designation.** This course can also count for distribution in Humanities, Math/Science, or Social Science (as long as it also carries a distribution designation).

- **4 PE units (2 for transfers/FPs).**
- **A minor is no longer required.** In addition to the major, a student may choose any (or none) of the following: a second major, a minor (but not both a second major and a minor), a Five-College certificate, or a Nexus Program.

**Additional College Requirements:**

- A major that will be tracked and approved by the major department or program.
- **Completion of 128 credits with a 2.0 GPA.**
- **Residency requirement** (which is 4 semesters AND 64 credits in-residence during the sophomore, junior, and senior years).
- **Completion of 68 credits outside the major.**

**Additional Advising Information**

**First-Years**
Keep in mind the importance of ongoing connection with faculty and encourage your first-years to sustain their first-year connections.

**Sophomores**
**Declaring Majors:** Sophomores will not be able to register for fall courses unless they have declared a major or an intention to declare a special major (on the same declaration of major form). Students who are not on track to complete their PE requirement this spring should make plans to complete it as soon as possible in their junior year.

**Residency Requirement:** Sophomores who entered as first-years and are studying away in their junior year should know about the residency requirement. They must take 64 credits here during their sophomore, junior or senior years and must be in residence for a minimum of 4 semesters during those years.

**Juniors**
Juniors must review their plan for completing both the College and major requirements during their seniors year carefully. The degree audit is a useful tool for this purpose.
Juniors who have NOT completed their distribution requirements, language requirement, and/or PE requirement should have a clear plan now for doing so in their senior year or jeopardize their chances to graduate in May.

**Mid-semester Reports**
Although we are past mid-semester, you can still send a mid-semester report. To send a mid-semester report click on the student’s name in your class roster on BLAH. Please send in reports for any students who appear on your class roster but have not been attending class or who are not performing well.
You may also get requests from our office asking you to submit mid-semester reports for particular students. Once completed, mid-semester reports are sent electronically to the student, their Academic Advisor, and their Class Advisor/Class Dean. These are especially helpful for our office. Multiple reports for a single student alert us that this is a student of particular concern. We can then advise such students accordingly.
Faculty Legislation prohibits:

- Giving “in-course examinations” during the last week of classes, April 24—May 1 (Laboratory practicals and make-up examinations for students who had been ill may be scheduled during this period.)

- Scheduling the due dates of “examinations, additional readings, projects, or papers” during reading days, May 2-4 (ends 7 PM).

- Requiring students to hand in a “substantial final paper” that takes the place of a final examination earlier than the start of the examination period, 7:00pm on May 4.

The Academic Priorities Committee has ruled that a quiz worth no more than 15% of the final grade, that is part of a regular sequence of testing, should not be considered an “in-course examination” and may be given during the last week of classes.

### Extensions for the Completion of Coursework Beyond the End of the Final Examination Period

All coursework must be completed by the end of the examination period. Individual faculty may NOT set a deadline for coursework beyond the last day of examination period (noon, May 8, 2017). Requests for extensions of the deadlines for completing work beyond the examination period involve a three-step process:

1) An extension must be authorized by Karen Engell, the Director of Health Services, Beth Feeney, the Director of the Counseling Service, or one of the class deans. In general, extensions are authorized only when a student experiences an unanticipated medical or other personal emergency in the last weeks of the semester. Extensions are authorized only for work due during that period.

2) The instructor must approve the extension. A student who has been authorized to request an extension is instructed to communicate with the instructor about the granting of the extension and the terms of the extension (i.e., the outstanding work and a deadline). The authorization of an extension by the Director of Health Services, the Director of the Counseling Service, or a class dean does not mean that the instructor must grant it. Instructors should approve an extension only when the student has met course expectations to the best of their ability throughout the semester—that is, until they experienced the emergency situation. If there is a whole semester’s worth of work to make up, for example, an extension should not be granted.

3) Please note that AccessAbility Services may authorize an extension as an academic accommodation for a student registered with this office. In these cases, the instructor must allow the extension.

4) Once students have consulted with their instructors and the instructors have approved the extension, students may then take the third step of the process—submitting the “Request for Extension” form on MyMountHolyoke. System-generated email notifications contain MyMountHolyoke instructions for the student and for the instructor. The instructor receives email notification and instructions on how to proceed only when the student submits the form.

The instructor and student should agree on a reasonable deadline for completing outstanding work. Only under exceptional circumstances should a deadline extend beyond June 13, 2017, (the date of the AAB’s academic review), be considered.

### Guaranteed Grade

On the “Request for Extension” form in MyMountHolyoke, the instructor should assign, whenever possible, a “guaranteed” grade. This is the grade a student will receive if they do not complete the outstanding work in the course. The guaranteed grade is based only on the work a student has already completed, it is the lowest grade they can receive and will become the final grade if a student decides not to accept the extension or does not complete the outstanding work by the agreed-upon deadline. It is essential for students to complete the process in MyMountHolyoke, either by accepting the