Dean of Studies Memo for Teaching Faculty

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Dates to Note

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<td>Overview of the Exam Process at MHC</td>
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<td>Study Abroad application deadline for most MHC programs &amp; exchanges, and for all Laurel Fellowships (financial aid) for study abroad in fall 2017 or AY 2017-18</td>
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<td>Last Day of Classes</td>
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<td>December Recess</td>
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Academic Honor Board (AHB) Update

The AHB has been meeting this fall to address academic honor code issues and specific violations as they arise. We hope to have a report for the faculty by the end of the academic year with data on violations. At an upcoming session for first-year students on final exam period concerns (December 5th, 5:30, Hooker), our student representative on the Board will speak about the role of the AHB and the importance of the honor code from a student perspective.

Please be clear with your students about what would constitute an honor code violation in your final course requirements. You may wish to review our guidelines for procedures and protocol at [https://www.mtholyoke.edu/academicdeans/academic-honor-board](https://www.mtholyoke.edu/academicdeans/academic-honor-board). Here you will also find an online report form that the Board reviews along with any evidence you submit. The Dean of Studies is happy to discuss any case with you before you submit the form should you have any questions or concerns. Please do let the student know that you are submitting the report, in keeping with college policy, and offer assurance that we keep these reports confidential.

The value of reporting all violations is that we then have a record in the event of a repeat incident. We still view a first violation as a learning opportunity, and we’re finding that students are grateful for the conversation, whether with the full Board or individually with the Dean of Studies. The Board is interested in your feedback in this first year of our adjudication. We are committed to educating our students about the honor code and its importance, and we handle cases as promptly and as sensitively as possible, communicating with both the students and their instructors to reach an equitable resolution.
EXTENSIONS (INCOMPLETES) FOR COMPLETION OF WORK BEYOND THE END OF FINAL EXAMINATION PERIOD

Our expectation is that all coursework must be completed by the end of the examination period. It is up to an instructor whether or not to grant an extension on work that a student will submit before the end of exam period. Such requests do not involve official authorization from a dean or from other offices.

Requests for an extension beyond the exam period due to extenuating circumstances require:

1) Authorization:
- An extension beyond the last day of exam period must be authorized by Karen Engell, Director of Health Services, Beth Feeney, Director of Counseling Service, a Class Dean, or the Dean of Studies. Such authorization does not mean the instructor must grant the extension.
- In general, extensions are authorized only when a student experiences an unanticipated medical or personal emergency in the last weeks of the semester. Extensions are authorized only for work due during that period, and are not intended to allow students to make up for a whole semester’s worth of work or poor attendance.
- The student also has the right to request an extension as an academic accommodation through AccessAbility Services. That office may then authorize an extension if the student is registered with them. In these cases, the instructor is expected to allow the extension.

2) Instructor Approval:
- The authorization of an extension by the Director of Health Services, the Director of the Counseling Service, or an academic dean does not mean that the instructor must grant it. Instructors should approve an extension only when the student has met course expectations throughout the semester—that is, until they experienced the emergency situation.
- Only an instructor can approve the request. Instructors can consult with the appropriate Class Dean or the Dean of Studies if uncertain about granting the request.
- If the request has been authorized through AccessAbility Services, this is an academic accommodation and is expected to be approved. Please note, however, that as with any extension, the extension applies exclusively to managing end of semester requirements. If you have any concerns or questions in these cases, please contact the AccessAbility Services office and/or the Dean of Studies.
- A student who has been authorized to request an extension must communicate with the instructor about the request and the terms of the extension (i.e., date for extended deadline, remaining work, and method for submission of work). Class deans will often consult with professors before authorizing an extension to be sure the request is realistic.

3) Once the student has consulted with the instructor and the instructor has approved the extension, the student must submit the “Request for Extension” form through MyMountHolyoke. This submission generates email instructions to both the student and 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 beyond January 24, the first day of classes, be considered.
- On the “Request for Extension” form on MyMountHolyoke, the instructor should assign, whenever possible, a “guaranteed” grade. This is the grade the student will receive if the outstanding work in the course is not completed.
- The guaranteed grade is based only on the work already completed by the student. It is the lowest grade a student can receive and will become their final grade if the 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 on MyMountHolyoke, either by accepting the extension or the “guaranteed” grade.

FALL GRADES 2016

Please submit your grades as early as possible. The absolute latest date for submission is Tuesday, January 3. On January 10, 2017 the academic deans/class advisors will review student records from the fall and make academic-standing recommendations to the full AAB which meets on January 13, 2017. Missing grades delay actions by the AAB.

We request that when assigning a grade of "F," faculty include an "F Letter." The "F Letter" allows the professor to indicate the specific reason for the F. These letters are important for advising students, and can figure into our discussion during the meeting at which we discuss academic standing.
PLANNING SPRING COURSES

As you plan your courses for next semester:

- Try to distribute papers and exams as evenly as possible over the course of the semester. List dates of exams and deadlines for submitting papers and other assignments on your syllabi.
- Include your policy on absences, extensions, and making up work (e.g., retaking exams) in the event of illness or personal emergency in your course syllabi.
- Place on reserve in the library copies of texts you will ask your students to purchase. Some students may not be able to afford to buy them.
- If you require students to attend lectures, film screenings, or other events that occur outside of the usual class schedule, be sure to include these events in your course syllabi so that students are aware of potential conflicts with other scheduled activities.

FELLOWSHIPS AT MOUNT HOLYOKE UPDATE AND DEADLINES

It has been a busy fall for Fellowships at MHC. Over 30 interested applicants have spent (a scheduled total of) 99 ¾ hours in advising and writing-coaching sessions.

This year, Mount Holyoke alumnae and students have applied for the Marshall, Rhodes, Fulbright, Luce, DAAD and CLS awards. Applicants are currently in process for the Carnegie Junior Fellows Program, the Goldwater and the St. Andrew’s Society of New York Scholarship.

Over the next few months, National Fellowships Advisor Ryan Lewis will be reaching out to the MHC community in order to develop a fellowship pathways program, linking key faculty and staff with prospective students in coaching/mentoring processes. It takes a campus to produce a fellow, and we plan to produce many in the near future.

What’s Next? Upcoming deadlines:

1/16: Davis Projects for Peace – all citizens, all years, for a summer project to promote peace.
1/30: Beinecke Scholarship – US juniors in humanities, arts & the social sciences to pursue graduate study.
2/3: Udall Scholarship – US sophomores & juniors planning a career focused on issues related to Native American nations and the environment.

As always, if you know a student whom you think to be a strong fellowships candidate, please send their name to Ryan Lewis, National Fellowships Advisor at rlewis@mtholyoke.edu.

In order to comply with copyright law, LITS will turn off student access to Moodle course sites a few weeks after the completed semester's grades are due. Students are welcome to download copies of any materials they would like to keep before that date. Instructors will still be able to access all of their course sites, but some student data will be hidden. Instructors, please let us know if you would like help downloading copies of student data.