DATE: August 5, 2019

TO: All Teaching Faculty

FROM: Sheryl Hemkin, Associate Provost

SUBJECT:      **Important Academic Policies for the Semester’s Start**

The following are key policies that all faculty should be aware of at the start of the semester. We will be sending another reminder of policies that pertain to the semester’s end closer to that time. The information here is excerpted from the [*Faculty Handbook*](http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/faculty-handbook/), the *2019-20*[*Kenyon College Course Catalog*](http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/), and the [*Student Handbook*](http://kenyon.edu/student-handbook). Please refer to those sources for more detailed information. The list below is alphabetical.

**ACADEMIC HONESTY**: To foster integrity in all academic work, instructors are expected to insist on high standards of honesty and integrity in their classes. Because of the seriousness of plagiarism or academic dishonesty, students are urged to consult with their instructors if they have questions about the attribution of sources.  Please refer to [***Kenyon College Course Catalog 2019-20***](http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/)([Academic Policies and Procedures](http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/); [Academic Honesty](http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/academic-integrity-and-questions-of-plagiarism)) online for policies. In the interest of helping students avoid inadvertent infractions, faculty are expected to specify in their syllabi the forms that academic infractions may take in the particular kinds of work required in their courses and should always respond to student inquiries about these matters. All faculty are asked to include a statement of academic integrity on their syllabi. Below is an example of a general statement which faculty can amend to include course specific information:

***At Kenyon College we expect all students, at all times, to submit work that represents our highest standards of academic integrity.  It is the responsibility of each student to learn and practice the proper ways of documenting and acknowledging those whose ideas and words they have drawn upon (see Academic Honesty and Questions of Plagiarism in the Course Catalog).  Ignorance and carelessness are not excuses for academic dishonesty.***

A violation of academic honesty is among the most serious matters in an academic community. An instructor who suspects a student of academic dishonesty is required to present the evidence to the chair of his or her department. See [Penalties for Violations to Academic Integrity Policy](http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/academic-integrity-and-questions-of-plagiarism/).

**CANCELED CLASSES**: If an emergency makes it necessary for an instructor to cancel class, they should make an effort to notify the class, the department administrative assistant, and the department chair. If circumstances require a more extended absence during the semester, the instructor should notify the Provost's office and make alternative arrangements for the classes to be made up or otherwise covered.

**CLASS ATTENDANCE POLICY:**Faculty members are responsible for announcing their attendance policy at the first meeting of the course and including such a statement in the course syllabus. Students are subject to attendance regulations as determined by the instructor of each course. Excessive absence is a valid reason for an instructor to [expel a student from a course](http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/conduct-of-courses/#expulsion). Faculty members are expected to monitor the regular attendance of first-year students and those on conditional enrollment.

Instructors will receive notification of student absence due to the following reasons: 1) curricular or extracurricular activities sanctioned in advance by the College, 2) infirmity as determined by the College Health and Counseling Center, or 3) compelling and unavoidable personal circumstances as determined by the Dean of Students or the Dean for Academic Advising.  In these cases, students may not be penalized for the absence, but they should be held responsible for all course assignments.  The rescheduling of examinations or assigned work must be initiated by the student.

**CLASS MEETING TIMES**: All classes and laboratory sessions are scheduled both in hours and rooms by the Registrar. Instructors wishing to arrange special times or places must receive the approval of the Registrar. Once the schedules of class meetings have been announced, no change in time may be made without the approval of the Registrar. Even if the students in the class agree to a change, as from a morning to an evening hour, the instructor must not make a change without the Registrar's approval. So that students may participate freely in student life at Kenyon, no regular class sessions may be scheduled between 4:00 p.m. and 7:00 p.m. or during Common Hour on Tuesday and Thursday from 11:10 a.m. to 12:00 p.m. There are three days that have adjustments to some regular class times: Founder’s Day (October), Martin Luther King Day (January), and Honors Day (April).

**COURSE SYLLABI:** To allow students to plan their work for each semester, instructors should provide at an early class meeting a syllabus stating the goals of the course and its requirements, e.g., the number of tests and papers and the attendance policy of the instructor, and give reasonable advance notice of dates when requirements are to be fulfilled. The instructor should respect grace periods in scheduling assignments. A helpful model, the “[anatomy of a syllabus](https://www.kenyon.edu/directories/offices-services/registrar/resources-for-faculty/anatomy-of-a-syllabus/),” can be used as a reminder for experienced faculty and as a guideline for newly hired faculty.

The instructor should explain how final grades will be determined, specifying the relative value of performance on the final examination, papers, tests, etc. The instructor should also explain to what degree the final grade will be influenced by participation in class discussion, class attendance, and the like. The instructor should include the policy on late work (See Faculty Handbook section 1.1.12.), a policy on academic honesty and a statement on accommodations for students with disabilities. In making assignments, instructors will have in mind the accessibility of materials or equipment.

We recommend that any significant change to the original syllabus during the semester be communicated to the students in a timely manner and in writing.

**ACCOMMODATIONS:**All faculty are asked to include an accommodation statement within their course syllabi similar to the one below.  Alternative suggestions can be found on the [Student Accessibility and Support Services (SASS)](https://www.kenyon.edu/directories/offices-services/student-accessibility-support-services/resources/) website.

“A student with a disability who thinks he or she may need an accommodation to access a campus program, activity, or service should contact Erin Salva in Student Accessibility and Support Services (SASS) at salvae@kenyon.edu to discuss specific needs. Advance notice is required to review documentation, evaluate accommodation requests and provide notice or arrangements for any accommodation.

**FINAL EXAMS:**Final examinations in semester courses are typically two or three hours in length. Examinations may be three hours in length if the instructor has specified such at the beginning of the semester. Final examinations in year-long courses are given in the spring and are three hours in length.

Instructors may not accept for credit work submitted after the last day of the semester unless the student has been granted permission by the Dean for Academic Advising and Support for an incomplete. The last day of the semester is specified on the College calendar.

When an instructor examines all members of a class simultaneously, it must be at the time and place announced by the registrar, except by permission of Associate Provost Hemkin. If an instructor wishes to cancel the original time of the examination and substitute another time, even if the entire class agrees, the permission of an associate provost must be obtained.

Instructors may schedule an alternative final examination time for the entire class as long as it falls within the final examination period, excluding reading periods. In such cases, the instructor must give the examination twice, at the time originally scheduled and at another time. Instructors who wish to schedule alternative final examinations are encouraged to indicate this on the course syllabus. If an instructor chooses to allow one student to take the examination at a different time, the entire class should have that option, even if the rescheduling occurs late in the semester.

However, if the Dean for Academic Advising and Support, in consultation with the instructor, gives a student permission to take an exam at an irregular time in accordance with established guidelines - for example, if the student has more than two exams on one day or is experiencing health problems or a personal crisis - there is no obligation on the part of the instructor to offer the option to the entire class.

When an instructor requires a "take-home" examination, it must be due at the scheduled time of examination set by the Registrar’s Office. Instructors who wish to reschedule the due date for a take-home examination must follow the procedures described above under “Scheduling of final examinations.” As is the case for other examinations, instructors may offer alternative due dates in addition to the time scheduled by the Registrar’s Office. Take-home examinations may not be due during grace periods or on reading days.

Instructors may assign work other than examinations and take-home examinations (such as papers, projects, or presentations) during examination week, but these assignments must be due at the scheduled time of examination set by the Registrar’s Office. In instances where the scheduled three-hour time slot is not sufficient to accommodate a final assignment (such as presentations, performances, and individual oral exams and critiques), instructors may schedule additional times without obtaining permission of the associate provost so long as they avoid creating conflicts with the regularly scheduled exams of students in the class. As is the case for examinations, instructors may offer alternative dues dates in addition to the time scheduled by the Registrar’s Office. As is the case with all other paper and project assignments, instructors may also grant extensions to individual students where appropriate and fair.

Final examinations for fall semester courses are scheduled by the Registrar for December 16-20. Final exams for second semester classes are scheduled for May 4-8. Any exceptions to the final exam schedule as provided by the Registrar must be approved by Associate Provost Hemkin. Please note that we do not consider student work or travel plans as appropriate reasons for rescheduling final exams.

**GRACE PERIODS:**The College provides grace periods during the year to ensure that 1) students have adequate time, free from extraordinary pressures, to prepare for final examinations, 2) students have winter and spring breaks free from substantial assignments, and 3) the routine work in classes during the final week of the semester is not disrupted. During grace periods, instructors may not offer final examinations. Also, instructors should not require assignments beyond what is necessary for normal daily participation in classes, seminars and laboratories during grace periods. Instructors may only schedule more ambitious assignments during grace periods if there is a pedagogical rationale for doing so, and they must inform the class of these assignments at the beginning of the semester. The grace periods are seven calendar days before the beginning of the final examination period in each semester and two days following winter and spring vacations.

Students and faculty with questions concerning Grace Periods should contact Associate Provost Hemkin.  Dates of Grace Periods for the current academic year 2019-2020 are December 9-15; January 13-14; March 16-17; and April 27-May 3.

**OFFICE HOURS**: Full-time instructors are expected to maintain open office hours five hours per week, typically one hour per day. Part-time faculty may pro-rate their hours based on this standard.  Office hours should be posted on your door and entered on the web through Personal Access page, accessible via the Registrar’s webpage.

**PROGRESS REPORTS**: Instructors are required to submit progress reports throughout each semester for students with excessive absences, delinquent/unsatisfactory work, and/or academic deficiencies (performance at C- or below). Progress reports are also submitted at mid-term and the end of the semester for students on [Conditional Enrollment](http://www.kenyon.edu/directories/offices-services/academic-advising/conditional-enrollment/) to provide regular feedback on academic progress, even when academic performance is not deficient. Improvement and exceptional work by any student can also be reported.

Progress reports are sent to the student's advisor, the academic advising office, the registrar's office, and additional sources of support on campus. The advisor and/or dean for academic advising use these reports to counsel the student on appropriate next steps. Progress reports for students on Conditional Enrollment are reviewed by the Committee on Academic Standards and considered in its deliberations at the end of each semester.

**READING PERIODS**: The College provides reading periods at the end of each semester prior to final examinations. The dates of the reading periods are part of the official College calendar established by the Calendar Committee and supervised by the Registrar. The purpose of reading periods is to provide time for preparation for final examinations. Instructors may not hold required meetings of classes, give tests, assign work, or schedule alternative final examination times during these periods. An exception is made in the case of honors examinations, which may be scheduled during reading periods. Reading Days for fall 2019 are Dec. 14-15, as well as Monday, Dec. 16 during the day (evening exam). In Spring 2020, Reading Days are May 2-3, as well as Monday, May 4 during the day (evening exam).

**Useful Weblinks At a Glance:**

Faculty Handbook:  <https://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/faculty-handbook/>

Student Handbook:  <https://www.kenyon.edu/directories/offices-services/office-of-student-rights-and-responsibilities/student-handbook/>

Academic Calendar (w/ Grace Periods, Reading and Exam Days):  <https://www.kenyon.edu/academics/academic-calendar/>

Course Catalog, Honesty in Academic Work (Violations, Penalties, and Procedures):  <https://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/academic-integrity-and-questions-of-plagiarism>

Anatomy of a Syllabus:  <https://www.kenyon.edu/directories/offices-services/registrar/resources-for-faculty/anatomy-of-a-syllabus/>

Student Accessibility and Support Services (SASS):  <https://www.kenyon.edu/directories/offices-services/student-accessibility-support-services/resources/>

Conditional Enrollment:  <https://www.kenyon.edu/directories/offices-services/academic-advising/student-resources/conditional-enrollment/>