To: LSA Faculty and Instructional Staff
From: Esrold A. Nurse, Assistant Dean
Date: August 31, 2015
Re: LSA Undergraduate Student Academic Policies, Fall 2015

I am writing to welcome all instructors to the start of a new academic year. As always, the return of students to campus represents an exciting time. The Office of Student Academic Affairs offers instructors a broad range of support in the shared goal of creating a rewarding learning environment for students across the College. We know that many positive experiences will occur this semester, but we also recognize that challenges may emerge as the semester progresses. If you have any questions about student-related issues, please contact my office at 734-764-7297.

To help you understand College policies and procedures, the Office of Student Academic Affairs produces Handbook for Faculty and Instructional Staff. This online handbook provides detailed information about College policies on attendance, exams, grading, and a range of other topics relevant to instructors in LSA. We have included in this year’s Handbook some template syllabus statements (regarding sexual assault, accommodations for students with disabilities, and academic integrity) which you may use or modify as appropriate. These statements can be used in your course syllabus that outlines the course objectives and completion requirements. Please contact my office if you require a hardcopy of the Handbook.

One important role of the Office of the Assistant Dean is to promote academic integrity in the College. All cases of alleged academic misconduct should be brought to my attention; Please contact my office (764-7297 or lsajudicial@umich.edu) to discuss available options when confronted with possible academic misconduct. You may choose to include a statement on your syllabus that clearly defines your expectations for academic integrity and to also spend a few moments at the beginning of class to discuss these expectations.

The Undergraduate Student Progress Report is an important tool that academic advisors routinely use to help guide students in their decision-making about their academic work; you can submit a report at any time in the term if you are concerned about a student’s academic progress. We will contact you near the middle of the semester by email to ask you specifically to submit information on the academic progress of students, particularly those students who are not performing well.
Finally, please note the following important dates for students:

Monday, September 28  Last day of the regular drop/add period (no “W” for drop)  Last day to elect a course as pass/fail
Monday, October 5  Deadline to submit Incomplete (“I”) work from Winter, Spring, and Summer 2015
Monday-Tuesday  Fall Study Break  October 19 & 20
Friday, November 13  Late Drop/Add final deadline (5:00 p.m.)
Thursday-Friday  Thanksgiving Recess  November 26 & 27
Monday, December 14  Last Day of Classes  Note: Final grades are due within 72 hours after the final exam.

It may be helpful to save a copy of this message so that you have the links to our many online resources, as well as contact information for LSA Student Academic Affairs. If you have any questions, please don’t hesitate to contact my office.

Best wishes for a successful semester!