


To: LSA Faculty and Instructional Staff
From: Esrold A. Nurse, Assistant Dean 
Date: January 5, 2016
Re: Undergraduate Student Academic Policies, Winter 2016

Greetings and welcome back to the Winter 2016 Term, after what I hope was a pleasant holiday break.

I am writing to draw your attention to the [LSA 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. Included in this year's Handbook are several [template syllabus statements](#) which you may use or modify as appropriate. Please contact my office if you would like to receive a hardcopy of the Handbook.

One of the key responsibilities of the Office of the Assistant Dean is the resolution of cases of academic misconduct. All cases of alleged misconduct should be referred to our office for adjudication. Detailed information of the reporting process can be found on the [Academic Integrity Website](#). You may also contact our office (764-7297) if it would be useful to consult with us before reporting a case.

For students completing their sophomore year, this is an important term because it is typically when they make decisions about declaring a major or minor. As the term progresses, some students may look to you for advice about majors and minors in your department. It may be helpful to check with your departmental advisor for program information to pass on to students. Another resource for undeclared students is the annual [Major/Minor Expo](#) which is a good opportunity for students to learn about many LSA academic majors and minors. This year's Expo is scheduled for Wednesday, March 23, 11:00 am to 3:00 pm, in the Michigan Union Ballroom.

A few key dates to note are:

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| Monday, January 18 | No regular classes (The 2016 Martin Luther King, Jr. Symposium) |
| Tuesday, January 26 | Last day for students to drop or add classes without permission Last day for students elect a course pass/fail |
| Tuesday, February 2 | Deadline for students to submit Incomplete work from fall term |
| Saturday, February 27- | |
| Sunday, March 6 | Mid-Winter Recess |
| Monday, April 18 | Classes End |
| Saturday, April 30 | Commencement |

It may be helpful to save a copy of this message for future reference. For additional online information and resources please visit: [Student Academic Affairs](#). As always, we in Student Academic Affairs are available to help clarify issues regarding student concerns or academic policy. If you have any questions, please feel free to contact me.

Best wishes for a successful term.