

To: LSA Faculty and Instructional Staff

From: Esrold A. Nurse, Assistant Dean



Date: September 1, 2016

Re: LSA Undergraduate Student Academic Policies, Fall 2016

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. LSA 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 many positive experiences will occur this semester, but we also recognize that challenges may emerge as well. 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 the Assistant Dean produces the [Handbook for Faculty and Instructional Staff](#). This online handbook provides detailed information about College policies on class attendance, exams, grading, and a range of other topics relevant to instructors in LSA. Please note that there is a new **Online Late Drop/Add Process** that is summarized in the Handbook this year. Additional information regarding this process change will be circulated closer to the late drop/add deadline of November 11, 2016.

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](mailto:lsajudicial@umich.edu)) for guidance when confronted with possible academic misconduct. It is generally a good idea to include a statement on your syllabus outlining your expectations for academic integrity and --as time permits-- to spend a few minutes at the beginning of the term to highlight these expectations.

An important tool that instructors can use to communicate directly with students and their advisors about a student's academic progress is the [Undergraduate Academic Progress Report](#). We will send a reminder near the middle of the semester to ask you to submit information on the academic progress of students, particularly for students who are not performing well. However, a report can be submitted at any time during the semester if you have concerns about a students' academic progress.

Finally, please note the following important dates for students:

Monday, September 26	Last day of the regular drop/add period (no "W" for drop) Last day to elect a course as pass/fail
Monday, October 3	Deadline to submit Incomplete ("I") work from Winter, Spring, and Summer 2016
Monday-Tuesday October 17 & 18	Fall Study Break
Friday, November 11	Late drop/add final deadline Note: new online process
Thursday-Friday November 24 & 25	Thanksgiving Recess
Tuesday, December 13	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!