Dear Fall 2022 Instructors,

Welcome to a new academic year! We hope you enjoyed your summer and are looking forward to a great fall semester. As you prepare for your fall courses, we have compiled a list of notes and resources you may find helpful.

**ECAS Instructor Quick Guide**

**Add/Drop/Swap**

Note that the University has extended the add/drop/swap period for undergraduates from one week to two weeks (ending on September 7); students may also petition to drop classes without penalty through September 27. Students who register for classes during add/drop/swap should not be penalized for missing classes prior to the point at which they enroll; however, it is their responsibility to make up any missed work.

**Final Exam Schedule and Policy**

The final exam schedule for fall 2022 is posted on the Registrar’s website. Faculty holding final exams must adhere to the schedule as well as Emory College’s policy on Final Exams and the Exam Period, which prohibits tests from being administered in the last week of classes and the reading period.

**Grade Deadlines**

Grades for graduating seniors and Oxford students in Emory College classes are due by 10 a.m. on December 15 (faculty with exams on the final day [Dec. 14] may submit those grades by 10 a.m. on December 16). All remaining grades for non-graduating seniors are due on December 20 at 11:59 p.m.

**COVID-19**

Emory University has recently updated its COVID-19 Guidelines. You can find the latest for faculty, staff and students here. Students who test positive for COVID-19 will self-report through the student absence self-certification form and instructors will be notified via email. Please visit the Emory Forward website for the most up-to-date information about COVID-19 policies and resources.

**Student Absences**

Please note that the OUE does not excuse absences for short-term or routine illnesses. Students may choose to submit the student self-certification form for short-term absences, but completion of this form does not constitute an OUE excused absence. Handling student absences is part of classroom management, and the form is a simply a way for students to notify instructors that they are ill and not attending. See Guidelines for faculty regarding student absences.

**Syllabi**

The College asks that all faculty have their current course syllabi posted to the Course Atlas. Please share your syllabus with staff in your department, who will work with the Registrar to upload it.

**Department of Accessibility Services**
You may have students in your sections who require academic accommodations. Accommodation letters are posted in the Accommodate system, which can be accessed from the Faculty Resources section of the DAS website.

Additional Resources

Office for Undergraduate Education (OUE) Faculty Resources: This webpage includes important dates for the academic year, the fall 2022 syllabus add on, and links to various resources.

The Campus Life Blue Folder: This webpage includes student support resources across the University.

The Student Concern Form: The form is intended for instructors to notify university staff of both academic and non-academic concerns about a particular student.

Information about Exam Proctoring: The Office for Undergraduate Education provides exam proctoring for students with DAS accommodations and who have schedule conflicts for final exams.

Emory College Honor Council: Instructors are required to report any suspicion of academic misconduct to the Honor Council. The website also includes Resources for Faculty.

The Undergraduate TA policy: This policy outlines the roles undergraduates are permitted to play as teaching assistants.

Religious Observances: Faculty may want to consider the calendar of religious observances when determining the schedule of tests and deadlines for assignments.

If you have further questions or concerns about ECAS policies or best practices, please reach out to oue.facultysupport@emory.edu. Best of luck with the start of the new academic year.

Kind regards,

Cora MacBeth
Associate Dean

Jason Ciejka
Associate Dean