• Key Resources on ASC policies: The Agnes Scott College Catalog and The Faculty Handbook. The assistant dean of the college/director of academic advising is responsible for the administration of academic standards. The Registrar is a key resource for policies associated with registration, rosters, classrooms, grades and other questions about academic records.

• Add/Drop Policies: The last day to add a Fall class is Friday, September 5. Students may add your course online using AscAgnes through Monday, September 1. From Tuesday, September 2 through Friday, September 5 however, they need your written permission to add the course. Students will have add/drop forms for you to sign. No students should attend after Friday, Sept. 5 if they are not officially enrolled in the class. Please check your roster to ensure that all students attending are registered officially for the course and report any discrepancies to the Registrar’s office. Students may drop a course through Tuesday, September 16 and withdraw through Wednesday, October 29 with a grade of “W”. After this deadline if a student withdraws from the college she will receive grades of WF regardless of her grade in the course. In cases of serious extenuating circumstances, a student may appeal this policy through the Office of Academic Advising.

• Attendance Policy Guidelines: Faculty shall provide students with a written statement of policies regarding absences at the beginning of the semester. Individual faculty shall set their own attendance policies, with specific exceptions. Policies must not penalize students for absences from class prior to their registration for the course. Policies should make reasonable accommodations for students who miss classes due to serious illness, death of an immediate family member, or observance of religious holidays or participation in events or activities sponsored by the college. Faculty should indicate in their syllabi if they require advance notification of anticipated absences. Instructors must list any required course activities or events to take place outside of scheduled class time on the syllabus at the beginning of the semester. Any course activities or events added to the syllabus after classes begin may be optional or recommended, but may not be required. In addition, extra-curricular or extra-classroom activities that conflict with regularly scheduled classes may be optional or recommended, but may not be required. It is the student’s responsibility to assess obligations for the semester as indicated on her course syllabi and determine her ability to meet course attendance requirements. A student on academic probation is permitted only one absence in each academic course that is not due to serious illness, death of an immediate family member, religious observance or any other reason deemed excusable by the instructor. Even if you do not include attendance in your grading and do not take roll we ask that you let the Office of Academic Advising know if a student on academic probation misses more than one class.

• Make-up semester tests are scheduled at the convenience of and by the professor. Only students registered for testing accommodations due to a disability may have their semester tests administered through the Office of Academic Advising and Student Disability Services.

• Early Alert is an email sent to all faculty members early in the semester asking for any concerns about students. Please respond to this inquiry if you have any concerns regarding lack of preparedness, excessive absenteeism etc. to either jcannady@agnesscott.edu or mquinichett@agnesscott.edu for follow up.

• Mid-Semester grades: Faculty members need to submit midterm grades Fall semester 2014, mid-semester grades are due Monday, October 20. Midterm grades are necessary even if a course does not have a traditional midterm exam. Midterm grades are important advising and retention tools.

• All academic work is done under an Honor System and must be pledged. Exams and tests are not proctored. Notify Vice President for Student Affairs, Donna Lee if you suspect a student of academic dishonesty.
Tests need to be announced at least one week in advance and students are not required to take more than 2 tests on one day if proper notification is given to the instructor at the time the student is aware of a third test. Take-home test procedures are outlined in the Faculty Handbook.

Students with questions related to disability accommodations should be referred to Kelly Deasy, Student Disability Services Coordinator, Office of Academic Advising. Do not provide accommodations unless you receive a written authorization form from the Office of Academic Advising.

There may be students in your class who are cross-registered from another school. All students follow the same policies and procedures.

Deadlines for your Syllabus: College policy dictates that all "work of the semester" is due no later than 9:00 a.m. of the second reading day (Wed. Dec. 10). Instructors may require work of the semester to be submitted earlier than this deadline but this outer deadline is set to ensure that the final exam period is a time for exams only. Instructors may grant an extension to the above deadline however such exceptions may not exceed the end of the semester (5:00 p.m. Tues. Dec 16). No work should be accepted after 5:00 p.m. Tues. Dec. 16 unless the student has been approved for an incomplete. Incompletes must be authorized by the Assistant Dean of the College. Instructors should not enter grades of I or W.

Final Exams: Options

- Take Home Final Exam: like all take home tests, there are special envelopes (available from Faculty Services) and specific regulations for the administration of this option for the final. All administration of take home exams is done by the individual instructor. The deadline for a take-home final should be the same as all other finals (5:00 p.m. Tues Dec. 16)
- Self-Scheduled Final Exam: This is the most common final exam format. Students purchase exam envelopes and blue books and submit them to their instructors by Wed. Dec. 4. Instructors stuff each envelope with the exam and submit them to Faculty Services by 10:00 a.m. Wed. Dec. 10. Students can then self-select which of the 11 sessions on the exam schedule from Dec. 11 through Dec. 16 to come and take these exams. This process is administered by the Office of Academic Advising and faculty may pick up completed exams at the end of each exam session or at the end of the exam period. Please note that while each exam session is three hours that exams should not exceed 2.5 hours to complete as we count the first 15 minutes at the start and end of each session as “distribution” time.
- Papers or Projects in Lieu of a Final Exam: Papers or Projects in Lieu of a Final Exam are not considered work of the semester and, therefore, students should be permitted to use the entire exam period to complete them. Therefore the deadline for the submission of all papers or projects in lieu should be 5:00 p.m. Tues Dec. 16. Instructors should take special care to specify submission procedures as all papers or projects in lieu of a final exam are to be submitted directly to the instructor and not to staff in the self-scheduled final exam administration room.
- Fixed Final Exam: Only used if the nature of the exam requires use of slides, recordings or other audio-visual aids. Requests for fixed exams must be made to the Office of Academic Advising by then end of the first week of classes. Fixed exams may or may not be in the assigned classroom that the course is taught. Instructors administer the fixed exam.

Other areas to review in the Faculty Handbook include:

- Academic Regulations
- Poor Performance Reports
- Announcement of Grades
- Disputed Grades
- Confidentiality

Jennifer Cannady, Assistant Dean of the College/Director of Academic Advising (ext. 6284)
Machamma Quinichett, Associate Director, Academic Advising (ext. 6150)
Kelly Deasy, Student Disability Services Coordinator (ext. 6174)
Buttrick 104B