

Policies Pertaining to the End of the Fall Semester

STUDY DAYS (December 10th-12th): Skidmore policy does not allow the scheduling of events that would distract students from study and review opportunities. Faculty may not hold exams and final presentations during this period. Review sessions to prepare for exams are acceptable as long as they are not mandatory. Additionally, curricular and co-curricular activities that are not directly related to academic work should not be scheduled by any department, program, office, or committee. Students are not obligated to attend committee meetings during study days, and committees should not schedule meetings that would benefit from student input.

FINAL EXAMS (December 13th-16th): As explained in the *Faculty Handbook*, **faculty and students are required to adhere to the published schedule for final exams.** Making special exceptions can put pressure on faculty colleagues to do the same, may dissuade students from honoring the full academic calendar, and may create inequities for other students facing heavy exam schedules. **The schedule of final exams that is published early in the semester by the Registrar's Office cannot be changed except when "conflicts" exist (defined as two exams in the same time slot or three exams during the same day).** Travel arrangements do not constitute a "conflict." Please note that no office has the authority to grant an exception to this policy, but we are happy to provide support if you encounter a particularly difficult case.

FERPA AND THE HANDLING OF GRADED ASSIGNMENTS: Please take care **not** to place graded student assignments **that are not enclosed in a sealed envelope** in the box on your office door or in any unsecured area. The Family Educational Rights and Privacy Act (FERPA) gives students the right to control disclosure of their academic records. We thus have a legal obligation to ensure that we are careful not to provide others with access to students' grades without their consent.

GRADE SUBMISSION DEADLINE: Fall grades are due in the Registrar's Office by Monday, January 2nd, at noon. Unreported grades halt the process of providing grade reports to students and make it difficult for the Committee on Academic Standing to review student records in an informed and equitable manner. If you are facing a problem with meeting the deadline, then please consult with the Registrar's Office (registrar@skidmore.edu) as soon as possible.

GRADES OF INCOMPLETE: The deadline for submitting grades for incomplete work is **Friday, January 20th** (five weeks after the last day of final exams). The deadline for submitting grades for incomplete work in Scribner Seminars is **Thursday, January 5th**. If you are considering giving a student a grade of Incomplete, we strongly recommend that you have a written agreement with the student that states your expectations for completing the coursework. As stated in the College Catalog, the grade of I or Temporary Incomplete "may be given to a student who has diligently completed a substantial majority of the coursework but who, because of unforeseen academic, medical, or personal difficulties, has been unable to complete the work for the course." **Please do not use a grade of Incomplete as a placeholder for a student who disappeared from class, for one who did not appear for the final exam, or for one who failed to hand in a final paper or project. We have in the past few years observed a significant increase in the number of**

Incomplete grades. This uptick has had consequences for both students in academic jeopardy (whose complete records cannot be reviewed by the Committee on Academic Standing) and for students eligible for the Dean's List (who must have completed at least 14 credit hours at the grade submission deadline). If you are unsure about whether to give a student an Incomplete grade, please contact me.

HONOR CODE: Students must write and sign the following Honor Code exam statement on all in-class and take-home exams:

“While taking this examination, I have not witnessed any wrongdoing, nor have I personally violated any conditions of the Skidmore College Honor Code.”

If a student does not write and sign this statement, you should set their exam aside and contact the student to see why they did not follow the process. It may be that the student simply forgot to sign, but it also may be that the student is trying to send you a message that an integrity violation has occurred.

ACADEMIC INTEGRITY: Especially at this time of the year, when pressures and temptations are intense, we recommend that you remind your students of how the ethics of scholarship apply to final papers, lab reports, problem sets, examinations, etc. If you are administering a take-home exam, please make clear to the students what kinds of collaboration (if any) are permissible. If you have allowed or encouraged students to work together on certain exercises, please describe for them what kind of collaboration or independence you expect to be represented in the work each student submits. Remember that faculty policy, as well as common principles of fairness and equitable standards of justice, obligate instructors to report all academic integrity violations to the Associate Dean of Faculty for Student Academic Affairs.

Associate Dean of the Faculty for Student Academic Affairs
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