

MEMORANDUM

To: Faculty
From: Prabhat Hajela, Provost
Subject: **IMPORTANT INFORMATION AND REMINDERS FOR THE FALL TERM**

In preparing for the FALL term, please read this memorandum carefully and completely. It contains a great deal of important information. We have highlighted significant dates and information to ensure that faculty, students, and staff have a productive and effective academic term. This memorandum highlights key dates and required information/action, followed by links to key information you will need.

[Academic Calendar](#) – CHECK OUT IMPORTANT THESIS DUE DATES

Dates of Interest:

Date	Interest	Resource Links
Aug 31	First Day of Classes All classes during the first week of the Fall 2020 semester will be conducted on-line	
Aug 31 – Dec 11	Faculty are encouraged to use EWS to alert the relevant Offices of potential problems with student performance including attendance and missed classes/assignments	
Sept 7	Labor Day – No Classes, Staff Holiday	
Sept 8	Classes Resume – Follow a Monday Schedule	
Sept 30	Syllabi due in AEFIS <i>(Note: The Syllabi feature will not be available in AEFIS until Sept. 1st. Training will be announced and provided in early September.)</i> <i>* Please review Key Required Information For/Actions from Faculty section below</i>	Developing the Course Syllabus Standard Course Syllabus Template Sample AEFIS Support Resource Page
Sept. 18, Oct 9, 30, Nov 20	EWS Due – Students must have received a major assessment grade by week 3, 6, 9, 12	EWS Step by Step Documentation
Oct 12	Columbus Day – No Classes	
Oct 23	Fall 2020 Drop Course Deadline	
Oct 26- Nov 6	Consultation Weeks, advising for course selection	
Nov 9-23	Registration for All Currently Enrolled Students for Spring 2021 Classes	
Nov 20	Pass/No Credit Deadline	
Nov 25-27	Thanksgiving Break – No Classes	
Nov 30 – Dec 11	Online Classes	
Dec 11	Last Day of Classes	
Dec 12-14	Online Reading/Study Days – No Classes or Final Exams to be held	
Dec 15	Grades due for courses with no scheduled final exam Research grades and Independent Study grades due	

Dec 15-18, 21	Online Final exams – the only dates final exams may be given <i>Grades for courses with scheduled final exams are due 48 hours after the exam</i>	Timing of Exams, Final Exams, and Final Projects Grading Policy
Dec 22	Semester Break Begins	
Jan 4, 2021	Student Course Evaluation Reports Available	Student Course Evaluation Course Response

*** Key Required Information For / Actions From Faculty:**

- All faculty will be required to record their lectures for students in different time zones.
- All faculty will be required to make accommodations for assessments for students in different time zones.
- All faculty should make accommodations for students with limited internet and streaming capabilities.
- All faculty must maintain an LMS for their course (e.g., Blackboard or Canvas).
- Student engagement will be tracked using login data to the LMS.

Please be aware of our policies on:

- [Disability Services for Students](#)
- [Excuse Policy](#)
- [Student Complaint Process](#)
- [Academic Integrity](#)
- [Timing of Exams, Final Exams, and Final Projects](#)
- [Grading Policy](#)

Resources:

- [Resources for Telecommuting and Remote Work](#)
- [Resources for Teaching Remotely](#)
- [Faculty Forms](#)
- [Rensselaer IT Services and Support Center](#)