


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 30	First Day of Classes	
Sept 6	Labor Day – No Classes, Staff Holiday	
Sept 7	Classes Resume – Follow a Monday Schedule	
Sept 13	Syllabi due in AEFIS Faculty are asked to have all of their syllabi completed and published in AEFIS two weeks after the first day of classes. AEFIS will automatically publish all syllabi three weeks after the first day of classes. <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
	Faculty must use EWS to alert the relevant Institute Offices of potential problems with student performance, including attendance and missed classes/assignments & Performance on quizzes and tests	EWS Step by Step Documentation
Oct 4	EWS Due	
Oct 11	Columbus Day – No Classes	
Oct 22	Fall 2021 Drop Course Deadline	
Oct 25- Nov 5	Consultation Weeks, advising for course selection	
	Faculty must use EWS to alert the relevant Institute Offices of potential problems with student performance, including attendance and missed classes/assignments & performance on quizzes or tests	EWS Step by Step Documentation
Nov 1	EWS Due	
Nov 8-22	Registration for All Currently Enrolled Students for Spring 2022 Classes	
Nov 12	Pass/No Credit Deadline	
Nov 24-26	Thanksgiving Break – No Classes	
Dec 10	Last Day of Classes	
Dec 11-14	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 15-21	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	Student Course Evaluation Reports Available	AEFIS Course Evaluations Support Resources

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

- While most students are attending classes in-person, there are students who cannot physically be on campus due to immigration or health related issues. Students will contact faculty regarding their situation and develop an individual plan(s).
- Faculty may wish to record their lectures that would not be posted for general consumption but would be provided to students taking classes remotely. If not different from previous offerings, previous recordings may be used for this purpose.
- All faculty should be prepared to provide required study material (recorded lectures, notes, readings, etc.,) for students who may need to quarantine or isolate during the semester. Lecture recordings or recordings from previous semesters may be used.
- When conducting assessments, faculty are required to make accommodations for students in different time zones.
- All faculty should make accommodations for students with limited internet and streaming capabilities.
- Office hours and advising should be done using WebEx, unless your office can meet the 6-foot social distancing requirement or you have a suitable alternative location.
- 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](#)
- [Grading Policy](#)

Resources:

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