



# HVERFORD COLLEGE

TO: New and Visiting Faculty

FROM: Martha Denney, Dean of the College and Jim Keane, Registrar and Associate Dean of the College

DATE: August 2019

## **Organization of the Dean's Office at Haverford College**

The Deans are responsible for supervising the overall academic progress and personal welfare of the student body; they also grant certain academic permissions and assist in pre-major and general academic advising.

Katrina Glanzer ([kglanzer@haverford.edu](mailto:kglanzer@haverford.edu)) serves as Dean to all first-year students, but thereafter, students (i.e. currently for the classes of 2020, '21, and '22) are assigned to the following Deans according to the first letter of their surnames:

- A-B – Theresa Tensuan ([ttensuan@haverford.edu](mailto:ttensuan@haverford.edu))
- C-F – Martha Denney ([mdenney@haverford.edu](mailto:mdenney@haverford.edu))
- G-J – Brian Cuzzolina ([bcuzzolina@haverford.edu](mailto:bcuzzolina@haverford.edu))
- K-L – Kelly Wilcox ([kwilcox@haverford.edu](mailto:kwilcox@haverford.edu))
- M & Transfer Students – Jim Keane ([jkeane@haverford.edu](mailto:jkeane@haverford.edu))
- N-R – Michelle Leao ([mleao@haverford.edu](mailto:mleao@haverford.edu))
- S – Nathan Diehl ([ndiehl@haverford.edu](mailto:ndiehl@haverford.edu))
- T-Z – Michael Elias ([melias@haverford.edu](mailto:melias@haverford.edu))

You can determine a student's class year by consulting your course roster, the online campus directory, or Bionic.

## **Academic Progress Supervision: CSSP and the Deans**

The Committee on Student Standing and Programs (CSSP) is the faculty standing committee that monitors overall student academic progress and regulates Academic Warning (i.e. probation).

Each faculty member is responsible for the following academic supervisory responsibilities:

- If you receive a notice from CSSP informing you that a student in one of your classes is on Academic Warning, please notify CSSP, through the student's Dean, if that student misses any classes or deadlines or is otherwise not performing satisfactorily.
- Please also notify the appropriate Dean if any student seems to be developing a pattern of missing classes or deadlines or is otherwise not performing well. CSSP solicits such reports near the middle of the semester, but please do not wait until then to send a report about any student who causes concern.

Please err on the side of over-reporting. It is the responsibility of the Deans and CSSP to keep track of the “big picture” that is the student’s overall academic progress, and they can do so only with your active assistance. You see a student in only one context; seemingly innocuous information you have from that limited context might turn out to be the last crucial piece of evidence that intervention by the Deans and/or CSSP is warranted.

### **Discontinuing a Course**

Students may **drop** a course (meaning that the course will be removed altogether from their record) with the permission of their academic advisor up to the end of the third week of class. Thereafter, the only way a student may discontinue a course is to **withdraw** (meaning the course will remain on the student’s record with the notation of “W”). However, under faculty rules, students are permitted only very sparingly to withdraw from courses.

Faculty members may not withdraw students – only a Dean may withdraw students from courses, and they may do so only for “extraordinary reasons,” which is typically interpreted to refer to situations in which acute illness has unavoidably and significantly undermined a student’s ability to catch up.

If you think a student might merit a withdrawal, please contact the student’s Dean to suggest as much rather than suggesting it to the student, as it might take new faculty members time to get a fully informed sense about the somewhat stringent criteria for granting withdrawals. In addition, if a faculty member tells a student to withdraw and a Dean says otherwise, it could cause the student unnecessary consternation and even lead them to miscalculate, resulting in even greater academic peril than had previously been the case.

### **End of Semester Deadlines**

All written work (term papers, problem sets, reports, etc.), except for final examinations and papers in lieu of final examination, are due no later than the final day of classes each semester.

Final examinations and papers or projects in lieu of final examinations are due **no sooner or later** than the last day and hour of final examinations: you may not set deadlines for final work that fall prior to the end of finals period, and you can require students to submit **only one** piece of final work during finals period. All work other than that one final assignment must be due by the last day of class, and all final assignments are due no later than the last day and hour of finals.

### **Extensions and Incompletes**

Additional time to complete course requirements falls into two categories:

- Extensions: additional time up to the end of final examinations
- Incompletes: additional time beyond the end of final examinations

**Extensions** are within the purview of the instructor, although students should get only so much additional time as their circumstances necessitate. The Deans will provide appropriate input, on request, regarding students seeking extensions, but such consultation is not required.

Extensions beyond the last day of class are exceptional, and you should grant them only on a case-by-case basis; you may not for any reason grant an extension, however short, beyond the last day of class to all students in a course.

**Incompletes** require the assent of a student's Dean, and under faculty rules such permission may be granted only when "extraordinary" circumstances beyond a student's control have unavoidably impeded the student's ability to complete work on time.

Incompletes are not permissible simply on grounds that a student has a daunting workload or because the student might do better if they were allowed additional time.

The maximum time allowable for an incomplete is 3 weeks beyond the end of finals period, but the typical incomplete deadline is 3-5 days after finals; the new deadline in any given case is established in writing by the student's Dean, and the student must meet it. If a student misses an incomplete deadline, please contact the student's Dean even if the student offers an explanation for lateness that you find satisfactory.

Please note that Haverford, Bryn Mawr, and Swarthmore students are held to the academic rules – including those that pertain to incompletes – that apply at the institutions at which they are taking any given course.

### **Submission of Final Work by Email**

There is no faculty rule regarding submission of work by way of email attachment or Moodle or other web-based means. Nevertheless, in light of incidents of concern involving submission of final work as email attachments, the Dean's Office urges you to exercise care in granting permission to do so. If you grant permission to submit final work by email, the Deans urge you to check your email account (or, where applicable, Moodle or other means) soon after the last day and hour of the examinations to ensure that you received the requisite work on time. Please send a report immediately to the Dean of any student who did not submit work via email (or by uploading to Moodle) by the end of finals or if an assignment sent as an attachment is unreadable.