December 16th, 2013

Dear Colleagues:

Even though the holiday season is upon us, the beginning of the spring semester is just around the corner, starting Monday, January 13th, 2014.

As you plan for your spring courses, I would like to remind you that the Student Bill of Rights states an expectation that all faculty provide course objectives, requirements and grading policies set by individual courses for their students. The syllabus is a great way for you to offer an overview of class expectations to your students. A simple syllabus format and the Purdue University Course Procedures can be found at Center for Instructional Excellence website.

I also want to make you aware of the attendance and grief absence policy and strongly encourage you to review the regulation. The University recognizes that the learning mission can be enhanced significantly by extracurricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.

Please be aware of the Adverse Weather Procedures and Announcements sent out on November 29, 2011 on behalf of Robert E. McMains, Vice President for Physical Facilities. Also, please visit ITaP’s website, Preparing for a Campus Emergency where you will find useful resources on technologies Purdue has to offer to communicate or engage with your students in case of unexpected emergencies that affect the Purdue West Lafayette campus.

The Initial Course Participation Reporting was implemented in the Spring 2011 term and instructions will be sent to you no later than the first day of the term from your departmental schedule deputy. The deadline for ICP reporting for the spring term is Friday, February 7th at 10:00pm. If you have questions about this deadline, you may email the Office of the Registrar at registrar@purdue.edu or visit ICP Reporting for a list of Q&A’s.

Thank you for your attention to this matter — and to the well being of our students. Best wishes for a safe and happy spring semester!

Cordially,

Frank Dooley
Professor, and Interim Vice Provost for
Undergraduate Academic Affairs