



Cornell University
The University Faculty

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TO: University Faculty

FROM: Joseph A. Burns, Dean of Faculty

A handwritten signature in black ink, appearing to read "JABurns".

SUBJECT: Academic Calendars, Course Schedules and Management - Academic Year 2015-2016

DATE: August 19, 2015

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- 1. Academic Calendar:** The five-year academic calendar for the years 2015-2016 through 2019-20 is available at <http://www.cornell.edu/academics/calendar>. The current academic calendar features: i) fall classes begin on Tuesday, August 25 and end on Friday, December 4; ii) no classes are held on Labor Day (September 7), Fall Break (Monday-Tuesday, October 12-13), Thanksgiving Wednesday through Sunday (November 25-29); and iii) spring classes start on Wednesday, January 27.
 - 2. Classes before Holidays/Recesses:** Faculty legislation requires that classes should not be cancelled just before and after academic recesses (such as Thanksgiving, Fall, February and Spring Breaks).
 - 3. Academic work over breaks:** A Faculty Senate resolution (2011) urges faculty to not *assign additional* academic work for students over breaks – see <http://www.theuniversityfaculty.cornell.edu/pdfs/EPCRESBREAKS.pdf>
 - 4. Religious Holidays:** Cornell is supportive of students who wish to practice their religious beliefs. Additionally, there are some specific, legally mandated considerations that may affect your course's schedule. The religious holiday statement is at: <http://www.theuniversityfaculty.cornell.edu/pdfs/holidaystatement.pdf>. A listing of religious holidays is at <http://dos.cornell.edu/sites/dos.cornell.edu/files/curw/documents/Religious-Holidays-2015-2016.pdf>.
 - 5. Late Afternoon – Early Evening Scheduling:** The time between 4:25 p.m. and 7:30 p.m. MTWTh is reserved for non-academic activities. Any academic activity scheduled for undergraduates during this time requires **the permission of your college dean**. If review sessions are offered during this time, an alternative must also be available.

6. **Evening Classes:** Evening classes are only permitted on Mondays and Wednesdays beginning at 7:30 p.m.
7. **Evening Prelims:** Evening prelims may be given only on Tuesday and Thursday evenings at 7:30 p.m. Please see “Evening Examinations and Evening Academic Activities – Preliminary Examinations” at: <http://www.theuniversityfaculty.cornell.edu/handbook/Chapter5.pdf> (page 95)
8. **Final Examinations and Other End-of-Semester Exercises:** Final exams can be given only during the final exam period and never during the last week of classes or study period. Faculty legislation regarding final examinations and other end-of-semester exercises is at <http://www.theuniversityfaculty.cornell.edu/pdfs/FinalsLegislation.html> . The final exam schedule will be available at: <https://registrar.cornell.edu/Sched/exams.html>, starting in late September.

Evening prelims and weekend final exams are sometimes scheduled in buildings unfamiliar to the instructor. The instructor should check with building supervisors to confirm that the building and rooms will be open at the time of these exams. See link for Room Key Contact List:

<http://registrar.sas.cornell.edu/Sched/roomkeys.html>

9. **Academic Integrity Code:** During orientation, all new undergraduate students receive a copy of *The Essential Guide to Academic Integrity at Cornell*. All new undergraduate students are required to attend an academic integrity program during orientation. Returning students receive an e-mail with a link to the Guide: <https://blogs.cornell.edu/provost/files/2015/04/AcademicIntegrityPamphlet2015-p7hd3n.pdf>, which includes the *Code of Academic Integrity, Acknowledging the Work of Others, Dealing with Online Sources, Working Collaboratively, and Beware of Businesses Buying and Selling Course Materials Without Authorization*. It also includes a list of online resources and a section about the pitfalls of cheating and strategies to avoid cheating.

University Faculty guidelines recommend that each course syllabus include a reference to the Code of Academic Integrity such as the following: **“Each student in this course is expected to abide by the Cornell University Code of Academic Integrity. Any work submitted by a student in this course for academic credit will be the student’s own work. [Optional: For this course, collaboration is allowed in the following instances: *list instances*.]”**. In addition, students should be reminded several times each term about academic integrity issues, in the context of your particular course, especially when exams or paper assignments occur.

10. **Confidentiality of Student Records:** Student records must be treated confidentially. These records include class lists, e-mail lists, student grades and the student photos provided with your course list. When making mass mailings to your class, please place the NetIDs in the ‘bcc’ field of your e-mail program to avoid disclosing the list. We may not post or otherwise release this information to anyone external to the University. Internet sharing is limited to official purposes (http://www.policy.cornell.edu/vol4_5.crm).

11. **Turnitin:** Software is available for faculty use in detecting plagiarism. Turnitin scans student submissions for matched text, comparing their work to a large database of other student submissions, publications, and materials on the Internet. A site on Blackboard, instead of Turnitin's own site, provides step-by-step instructions for Cornell faculty and students, on how to limit disclosure of some FERPA information.

Instructions for using Turnitin, as well as tips about its role as an educational tool, are available at <http://www.it.cornell.edu/services/turnitin/>. The Academic Technologies staff holds instructional workshops for faculty. To register for a session, go to <http://it.cornell.edu/atregister>.

Faculty who use or anticipate using Turnitin must provide an additional notice to students, substantially to the effect of the following: **“Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.”** If Turnitin is instituted after the syllabus is distributed, faculty should provide written notice at that time.

12. **Textbook Lists – please provide your orders in a timely manner:** The Higher Education Opportunity Act (HEOA) mandates that universities provide students with lists of ISBNs and prices in sufficient time for students to consider the cost of materials when they finalize their course selections. In addition the law requires publishers to provide certain information to faculty. The Cornell Store is posting course lists for the university; please submit your orders to them on a timely basis. Please see “Book Lists for Courses” (Faculty Handbook, p. 84), “The Role of Faculty in the Communication of Textbook Lists” and “Textbook Section of the HEOA.” See <http://www.theuniversityfaculty.cornell.edu/pdfs/HEOACT2008FACROLETTEXTBOOKS.pdf>

13. **Commercial Course Materials:** Students are being approached by commercial vendors encouraging them to sell course materials, such as exams, lecture notes, problem sets, homework, and student papers, which are then posted for resale on internet sites. Some of these vendors falsely convey that this behavior is sanctioned by the instructor. In *The Essential Guide to Academic Integrity at Cornell*, there is a new section entitled *Beware of Businesses Buying and Selling Course Materials Without Authorization*, which explains the ramifications of both buying and selling materials without authorization.

If you wish to discourage your students from engaging in such behavior, you should include in your syllabus an express prohibition against buying and selling course materials and a copyright notice for your lectures and other course materials. For instructions on how to locate and request removal of copyrighted course materials sold on the Internet sites, go to <http://copyright.cornell.edu/policies/course-materials.cfm>.

14. **Announcements by non-Cornell persons in your class:** Non-Cornellians may address your class with your agreement at any time for educational purposes. No solicitations for business or personal purposes from non-Cornell-affiliated individuals are permitted on-campus unless approved through the Office of Community Relations.

15. Additional Useful Links:

Courses, Classes and Exams – <http://courses.cornell.edu/>

Center for Teaching Excellence – <http://www.cte.cornell.edu>

Cornell Career Services – <http://www.career.cornell.edu>

Office of the University Registrar – <http://registrar.cornell.edu/>

Student and Campus Life – <http://www.scl.cornell.edu>

Syllabus Template for Fall 2015 is located at:

<http://www.theuniversityfaculty.cornell.edu/pdfs/syllabustemplatefall2015.pdf>

Syllabus template for Spring 2016 is located at:

<http://www.theuniversityfaculty.cornell.edu/pdfs/syllabustemplatespring2016.pdf>