

CLAS Weekly

June 21, 2023

If you have an item you would like included in the CLAS Weekly Mailing, please submit it using [this form](#). The weekly submission deadline is Mondays at 5:00 pm.

All

1. Registration is open for ESC 2023!

The 2023 [Engagement Scholarship Consortium Conference](#) will take place October 4-5 in East Lansing, Michigan. This year's theme is “Mobilizing Change through Engaged Scholarship.” ESC 2023 will also feature several [pre-conference opportunities](#) October 2-3. GVSU faculty and staff are eligible for a [special member rate](#). Early-bird deadline is August 18.

2. Academic Grievance Procedures

The [CLAS academic grievance procedures document](#) has been revised. The revised document separates the four kinds of academic grievances listed in the most recent Undergraduate and Graduate Catalog from the two kinds of student complaints that reach the CLAS Dean’s Office. Please refer students to the revised document if they would like to file an academic grievance or make a complaint against a faculty member for unprofessional conduct or a complaint about the instructional quality of a course taught in CLAS.

3. PAD 308 Closure Extension

The repairs and refurbishment of PAD 308 conference room have been extended through July. The office staff in each department have access to a list of all conference/meeting rooms across the college if you need to reserve a room.

Faculty & Unit Heads

1. Spring/First Six-Week Courses Final Grade Reminders

Final grades for Spring 2023/1st six-week courses must be posted in Banner **before noon, Monday, June 26**.

Unit Heads – please notify AD Betty Schaner and Mona Silva of the designees for routing grading emails. In preparation for grading, please make sure you have accurate contact information for all faculty – tenured, tenure-track, affiliate, visitor and adjunct – in case outreach is needed for missing grades. This is especially important since so many spring classes are online and the faculty are not on campus.

Faculty – posting final grades in Blackboard does not complete the process. All grades must be posted in Banner. For instructions, visit [Banner Grade Entry Instructions](#). You will also need to report the Last Date of Academic Activity (LDAA) for all students who are assigned a grade of W, F, or NC. For information and instructions, visit [Last Date of Academic Activity Process](#).

Assigning Incomplete Grades - A grade of "I" (incomplete) is to be assigned only in truly extenuating circumstances and only if the student has completed most (minimum of 2/3) of the work required for the course. The CLAS website provides detailed information on the considerations involved in [assigning an incomplete grade](#). Any questions regarding incomplete grades should be directed to AD Schaner. All faculty are required to submit an [online Incomplete Grade form](#) for each incomplete grade assigned.

CLAS Voyage

1. Faculty Fellows

To support the faculty-led nature of the CLAS Voyage, the CLAS Center for Experiential Learning has appointed Faculty Fellows to act as liaisons to Units. They will attend unit meetings, hold open office hours, and/or schedule 1-on-1 meetings to address questions about experiential learning. The list of Faculty Fellows and their corresponding units is as follows:

Rachel Campbell – ANT, COM, PLS, PSY, SOC
Dawn Hart – BIO, BMS, CHM, CMB, PHY
Guin Thompson – MLL, MTD, VMA, WRT
David Zwart – CLA, ENG, GPY, HIS, ISCI, PCKET
Bradford Dykes – GEO, MATH, MOV, PHI, STA

Important Dates & Deadlines

June 26, 12pm	Grades due in Banner
June 30, 5pm	Second six-week courses last day to add or register
July 4	Independence Day Recess – no classes/campus closed
July 7, 5pm	Second six-week courses 75% tuition refund deadline
July 14, 5pm	Drop with “W” deadline for 12-week courses
July 15	Fall 2023 Staffing Plans due
July 28, 5pm	Drop with “W” deadline for 2nd six-week courses
Aug 4	Classes end for second six-week and 12-week courses
Aug 6	Academic year begins. Faculty are available for activities associated with the start of the academic year.
Aug 7-8	Final exams for second six-week & 12-week courses
Aug 9-11	New faculty orientation, Pew FTLC
Aug 14, 12pm	Grades due for second six-week and 12-week courses
Aug 20	Unit Stability Update commentary due in GVStability
Aug 22, 9:30-3	CLAS Unit Head Retreat
Aug 22, 4:30pm	University Address
Aug 22, 5:30pm	University Faculty & Staff picnic
Aug 23	FTLC Teaching & Learning Conference
Aug 24, 8:30-1	CLAS Faculty and Staff Meeting

