

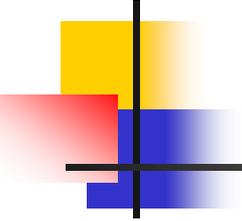
Policies for the Classroom

HOW DO THEY IMPACT TEACHING?

Dr. Alexander Friedlander

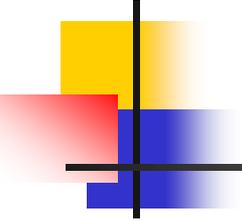
Associate Dean for Undergraduate Education

College of Arts and Sciences



Drexel's "year"

	Quarter	Semester
Fall	201315	201311
Winter	201325	xxxxx
Spring	201335	201331
Summer	201345	201341



The Quarter System

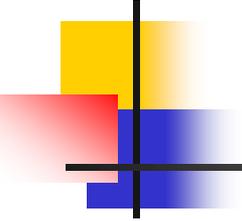
Drexel's terms—Quarters

10 weeks of classes

1 week for finals

Winter/Spring/Summer: Monday of week 11 is a regular class day.

- **Registration:** starts week 6 each term
- **Book orders:** due BEFORE registration, usually by week 3
- **For more info:** <http://www.drexel.edu/provost/calendars/>

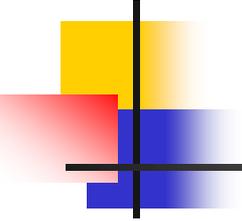


Class access and times

- MWF — **50 minutes** starting on the hour
- TR — **80 minutes**: 8, 9:30, 11, 12:30 and so on (“R” = Thursday)
- Night Classes—6-9, 630-930, 7-10
- Other variations in some colleges—eg Fri 9-12, Mon 2-5

- **Walking time:** Drexel Plaza to MacAlister
You: about 7-8 minutes;
Student stroll speed: 10+ minutes
4 th floor of Curtis to Peck Problem Solving Building (formerly known as Academic): Similar time frame

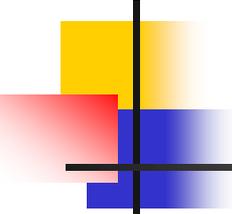
- **What is in your classroom?**
Check out the Instructional Media Services (IMS) website
<http://www.drexel.edu/ims/>



Adds, Drops, Withdrawals

ADDS	First two weeks of the term
DROPS	First two weeks of the term
WITHDRAWALS	End of week 7

- **DROPS:** Course is removed from transcript
- **WITHDRAWALS:** Faculty signature required.
“W” will appear on the transcript.
- NOTE: **International students** may not drop below 12 credits at any time. Some may need support if they are doing poorly and cannot withdraw.
- **OVER-RIDES:** Between advisor and Department representative only—
faculty are not involved (nothing to sign).



Grading

- Drexel uses pluses and minuses. Grades feasible include (range can vary):

A+, A, A-	97-100, 93-96, 90-92	C+, C, C-	77-79, 73-76, 70-72
B+, B, B-	87-89, 83-86, 80-82	D+, D	67-69, 60-66 (no D-)
		F	below 60

- **NGR = No Grade Reported**—(*may now be simply the default if you enter nothing*)
ONLY for a student who never attended a class or perhaps came only once in week 1. If a student attended more than a week, then assign a grade according to your grading policies.
- **INC = Incomplete:**
ONLY when you and student have met and agreed to allow the student some additional time to complete course requirements. The student must have been attending regularly and must have completed much of the work for the course. A CONTRACT must be submitted to the Department, outlining requirements and deadlines.
NOTE: A student who came for part of the course and then disappeared should receive an appropriate grade based on work completed, not an NGR or INC.
- **Due Dates for Grades**—no later than noon on the Wednesday following exams, but preferably earlier.