ECAS Instructor Quick Guide: Fall 2026

Starting Your Course Checklist

- Set up and publish your Canvas course – ECAS Canvas Standards here & more guidance HERE
- Visit your classroom to check out the space
    - Tech issues? Contact Classroom Technologies at echelp@emory.edu or 404.727.6853
- Ensure students can access course materials – link to EMORY BOOKSTORE
- Finalize and share your syllabus (see below!)

Important Dates for Fall 2026, including:

- Add/Drop/Swap Deadline: September 4th
- Extended Drop Deadline (petition only): September 16th
- Mid-Semester Grade Submission Deadline (100- & 200-level courses): October 19th
- Grade Change & Partial Course Withdrawal Deadline: October 28th
- Final Exam Period: December 11th – 17th
    - Final Exam Schedule
- Final Grade Deadlines
    - 12/18: Graduating seniors & Oxford students except Dec. 17th exams due by 10am
    - 12/21:
        - Graduating seniors & Oxford students for Dec. 17th exams due by 10am
        - All remaining students due by 11:59pm

Syllabus Needs

- Important dates for your students to know:
    - Add/Drop/Swap Deadline: September 4th
    - Grade Change & Partial Course Withdrawal Deadline: October 28th
    - Final exam date & time for your course
- Syllabus statements
- Clearly state whether/how AI use is permitted in your class - AI Statement Guidance

Relevant Policies & Practices

- Student Absence Policy
    - Absences due to the following are considered excused and should not be counted against a student:
        - Religious observances – see Religious Observance Calendar (26-27)
        - University-authorized activities – see Policy 8.19
        - Enrollment during the add/drop/swap period
- Undergraduate TA Policy
- DAS Accommodations
- Emory College Honor Code
- Final Exam Policy

Additional Resources

- Concerned about a student?
    - Academic concerns –e.g., missed classes, declining academic performance
        - ECAS Academic Alert Form
    - General concerns – e.g., physical, emotional, psychological well-being
        - Student Concern Form
- Emory College Academic Affairs & Faculty Partnerships
- Emory College Academic Advising
- Emory College Academic Success
- Emory College Honor Council
- Emory College Learning Design
- Accommodated Testing Services

Who to Contact

- Director(s) of Undergraduate Studies (DUS)
- Undergraduate Program Staff (UGS)
- Department Chair(s)/Program Director(s)

If you have further questions or concerns about ECAS policies or best practices, please reach out to oue.facultysupport@emory.edu