

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
- [Required 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