Guide to Undergraduate Teaching

College of Arts and Letters
University of Notre Dame

Academic Year 2007-2008
Prepared by the Office for Undergraduate Studies
Most Salient Points and Quick Tips

- Got a question? Ask any assistant dean in the Office for Undergraduate Studies, 104 O’Shaughnessy. We are here for you.

- Is an Arts & Letters student having trouble or not attending class? Call an assistant dean in the Office for Undergraduate Studies immediately.

- Make yourself familiar with the University Honor Code (p. 30), including your responsibilities (p. 30), and recommended practices (p. 33).

- In your course syllabi, clearly state your class attendance policies (p. 34).

- We suggest you take attendance regularly, especially in the first two weeks of the term, in order to identify those students who are not correctly registered (p. 27, 28).

- Plan to have at least one major examination or paper graded and returned to the students BEFORE the mid-term break, to help them ascertain whether to retain or drop your course before the course drop deadline (Friday after break) (p. 36).

- Mid-term grade reports MUST be submitted to the Registrar (p. 38) for all freshmen in your course and for those sophomores, juniors, or seniors who are performing unsatisfactorily (D and F level work) (p. 38). If a student has not turned in assignments, but is still on the official class list, you must turn in an “F”.

- A two-hour final examination MUST be given or term paper MUST be collected at the time and place stipulated in the official examination schedule (p. 37).

- There is no grade of “Incomplete (I)” for undergraduates at Notre Dame. Final grades must be based on work performed by the student during term time (p. 42).
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I.
The Structure of Undergraduate Education at Notre Dame
Introduction from the Dean

Welcome to the faculty of the College of Arts and Letters at the University of Notre Dame. Notre Dame’s complex identity as a residential liberal arts college, a dynamic research university, and a Catholic institution of international standing is nowhere more vibrant than in its College of Arts and Letters, the oldest and largest unit at Notre Dame. The College of Arts and Letters embraces the humanities, the social sciences, and the fine and performing arts.

The liberal arts ideal is evident in our interest in educating the whole person; the broad grounding students receive in the humanities, including philosophy and theology; the excellent student to faculty ratio; the emphasis on intellectual dialogue among students and between students and faculty; and the cultivation of intellectual virtues in tandem with the virtues of character.

The College of Arts and Letters is also part of a dynamic research university. Our professors are scholars known across the world for their original contributions to scholarship. They bring to the classroom and to conversations with students the latest knowledge of their fields and the skills and passions of active researchers.

The intellectual quest conducted in the College of Arts and Letters takes place in an explicitly Catholic environment. Here ultimate questions of the meaning and value of human life before God are welcome, and efforts to deal with such questions draw on the immense resources of the Catholic tradition. Inquiry and faith are seen not as opposing forces, but as complementary elements of the fully human pursuit of truth.

Students throughout the university take courses in the College, including university seminars and other required courses in arts and letters. Approximately 2,900 undergraduates and nearly 1,000 graduate students are enrolled in the degree programs offered by the College. More than 500 teaching and research and special professional faculty staff the College and are organized into twenty-one departments and the Medieval Institute.

You will find in the following pages, orientation materials that should assist you in your transition to the University of Notre Dame. This is the ninth year that these notes have been assembled, and we update them annually. If you have suggestions for improvements or changes, please pass them along to Assistant Dean Joe Stanfiel who is responsible for assembling these materials. I look forward to working with each of you and extend to you my warmest wishes as you join our faculty.

Mark W. Roche  
I. A. O’Shaughnessy Dean  
College of Arts and Letters
Welcome from the Associate Dean for Undergraduate Studies

Dear Colleagues and Friends:

Central to our mission in the College of Arts and Letters is to foster student learning, particularly their ability to think critically, weighing different points of view, perhaps building on ideas others have already conveyed, in advancing their own ideas. Students should learn to challenge accepted assumptions and opinions, to explore alternative opinions, to compare one type of experience to another, and identify what causes something to happen and what the consequences are. These habits of mind are invaluable to our students’ daily lives.

In turn, we can immerse students in scholarly “conversations” that encourage students’ curiosity about how the world works and a desire to understand it in its full complexity from multiple points of view. Such an approach is what allows people to have power over their own lives because they learn to consider information around them carefully and critically, and to weigh competing points of view before making their own judgments. However, because students are learning to read, write, and think in a new context, they will need specific strategies for developing thoughtful questions and the tools for inquiry that will enable students to answer those questions within the acceptable conventions of our respective fields.

To help you develop your courses, we provide a guide to policies, procedures, and resources related to teaching within the College. Those who helped compile and edit this guide hope the information in the following pages will open a window onto the world of the students we serve and the practices established within Arts and Letters to create an environment for learning that is student-centered. Familiarity with the mechanisms in place that facilitate the administration of curriculum and instruction makes them more transparent. Such transparency, we trust, will facilitate your efforts to be effective guides and mentors for our undergraduates and in balancing teaching with the other demands of university life.

Those of us working in the Office for Undergraduate Studies are ready to assist you in any way possible. We value the contributions you make to the shaping of our students’ lives and are firmly committed to providing you with the support needed to promote a vibrant and inclusive intellectual ethos within the College of Arts and Letters.

I look forward to working with you as colleague and friend.

Sincerely,

Stuart Greene, Ph.D.
Associate Dean for Undergraduate Studies
Profile of Notre Dame Students who Entered First Year Studies in the Fall 2006 (Class of 2010)

Notre Dame is one of a handful of truly national universities, with a student body drawn from all over the United States, as well as from abroad.

Summary of Statistics for the Class of 2010

Numbers:
12,800 Applied
3,500 Accepted
2,020 students enrolled
1,050 Men & 970 Women

Incoming Class Academic Profile (mid 50% ranges)
1340 - 1470 on the SAT I
31 - 33 on the ACT
1% - 6% rank in class

Geographical:
37% are from the Midwest
24% are from the Northeast
12% are from the Southeast
12% are from the Southwest
11% are from the West
4% are from other countries

Educational Background:
46% are from Public Schools
42% are from Catholic Schools
12% are from Private Schools (Non-Catholic)

Other Statistics:
83% are Catholic
85% were involved in community service
70% participated in varsity athletics
54% participated in performing arts
39% were captain of an athletic team
46% were active in student government
13% were editor of a student publication
7% were class or student body president
6% were Eagle Scouts or Gold Award winners

For more information, log on to the admissions website: http://admissions.nd.edu/firstyear/statistics.cfm

About 80% percent of the undergraduates live on campus and a large percentage are active in community volunteer work. There are no social fraternities or sororities at Notre Dame - the residence hall is the focus of social, religious, and intramural athletic activities.
Social, cultural, intellectual, recreational, and governance programs are coordinated and sponsored by more than 300 registered student clubs. All undergraduate student organizations fall under the umbrella of the Student Senate. The major groups are the Hall President's Council, Class Officers, Student Union Board, Multicultural Executive Council, Club Coordination Council, and Student Government.

Ninety-eight percent of the first year students return for their sophomore year. Ninety-six percent of the students in an entering class complete a Notre Dame degree within six years. Faculty in Arts and Letters teaches approximately 60 percent of a first year student’s courses.

Specific undergraduate enrollment of the various colleges as of Fall 2006:

<table>
<thead>
<tr>
<th>Undergraduates by College:</th>
<th>Approximate Enrollment Fall 2006</th>
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</thead>
<tbody>
<tr>
<td>College of Arts and Letters</td>
<td>2,900</td>
</tr>
<tr>
<td>School of Architecture</td>
<td>200</td>
</tr>
<tr>
<td>College of Science</td>
<td>1,000</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>700</td>
</tr>
<tr>
<td>College of Business Admin.</td>
<td>1,600</td>
</tr>
<tr>
<td>First Year of Studies</td>
<td>2,000</td>
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</table>

* The above totals include dual degree students.

These units offer 62 bachelor's degree programs.

**Annual undergraduate tuition and fees** in 2007-2008 were $35,190. Room, board, and phone charges averaged $9,290, and $850 was the average cost of books. Fifty-one percent of the First Year Class qualified for need-based assistance.

**What Students Do After Graduating from Notre Dame**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Path</th>
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<tbody>
<tr>
<td>52%</td>
<td>Full Time Employment</td>
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<tr>
<td>33%</td>
<td>Graduate or Professional School</td>
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<tr>
<td>11%</td>
<td>Service Program</td>
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<tr>
<td>4%</td>
<td>Military</td>
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*Information provided by the Office of Institutional Research in May 2007 from a survey of May 2006 graduating seniors.*

**The Academic Calendar**

For your convenience, you will find a copy of the 2007-2008 academic calendar on the following page. Please make note of deadlines for course registration, course discontinuance deficiency reports, study days, and the final examination period.

OFFICIAL
UNIVERSITY OF NOTRE DAME AND SAINT MARY’S COLLEGE
JOINT ACADEMIC YEAR CALENDAR FOR 2007-2008

FALL 2007 SEMESTER

Aug. 23-25    Thur-Sat  Orientation and counseling for new students at Saint Mary’s College
Aug. 23      Thursday  Orientation and advising for readmitted and new transfer students at Notre Dame
Aug. 23      Thursday  Orientation for International Students at Notre Dame
Aug. 24      Friday    Undergraduate Halls open for First Year student move-in beginning at 9:00 a.m. for Notre Dame
Aug. 24      Friday    Orientation and advising for new graduate students at Notre Dame
Aug. 25      Saturday  Residence Halls open at 9:00 a.m. for Saint Mary’s College
Aug. 25-26    Sat-Sun   Orientation and advising for freshmen at Notre Dame
Aug. 26      Sunday    Undergraduate Halls open for upperclassman move-in beginning at 9:00 a.m. for Notre Dame
Aug. 27      Monday    Classes begin for Saint Mary’s College
Aug. 28      Tuesday   Classes begin for Notre Dame
Aug. 28      Tuesday   Mass - formal opening of school year at Notre Dame
Sept. 3      Monday    Labor Day - classes are in session
Sept. 5      Wednesday Last date for all class changes
Sept. 20     Thursday   Celebration of the Beatification of Venerable Basile Moreau, C.S.C. (Sept. 15 in Le Mans, France)
Sept. 28     Friday    Last date to drop a class at Saint Mary’s College
Oct. 19      Friday    Mid-Term Deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Oct. 20-28    Sat-Sun   Mid-Term break
Oct. 22      Monday    Mid-Term Deficiency reports due in PRISM by 8:00 a.m. at Saint Mary’s College
Nov. 2       Friday    Last day for course discontinuance at Notre Dame
Nov. 12-30   Mon-Fri   Registration for the Spring 2008 Semester at Saint Mary’s College
Nov. 19-Dec. 5     Mon-Wed   Registration for the Spring 2008 Semester at Notre Dame
Nov. 22-25   Thur-Sun   Thanksgiving Holiday (Wednesday, Nov. 21 is a student holiday at Saint Mary's College)
Nov. 30-Dec. 11 Fri-Tue    Teacher Course Evaluations administered at Notre Dame
Dec. 11      Tuesday   Last class day for Notre Dame
Dec. 12      Wednesday Last class day for Saint Mary's College
Dec. 12-13, 16 Wed-Thu, Sun  Reading days for Notre Dame (no examinations)
Dec. 13 & 16  Thur & Sun  Reading days for Saint Mary's College (no examinations)
Dec. 14-15, 17-19 Fri-Sat, Mon-Wed  Final examinations
Dec. 20      Thursday   Undergraduate Halls close at 2:00 p.m.
Dec. 22      Saturday   All grades submitted through insideND by 3:45 p.m. at Notre Dame
Jan. 6       Sunday    January Graduation Date (no ceremony)

CLASS MEETINGS*

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*The number of class meetings and class days differ for Saint Mary's College

HOME FOOTBALL GAMES:
Oct. 20 - USC            Nov. 3 - Navy              Nov. 10 - Air Force
Nov. 17 - Duke
OFFICIAL
UNIVERSITY OF NOTRE DAME AND SAINT MARY'S COLLEGE
JOINT ACADEMIC YEAR CALENDAR FOR 2007-2008

SPRING 2008 SEMESTER

Jan. 13 Sunday Undergraduate Halls open for move-in beginning at 9:00 a.m. for Notre Dame
Jan. 14 Monday Orientation and advising for new students
Jan. 14 Monday Classes begin for Saint Mary's College
Jan. 15 Tuesday Classes begin for Notre Dame
Jan. 23 Wednesday Last date for all class changes
Feb. 15 Friday Last date to drop a class at Saint Mary's College
Feb. 15-17 Fri – Sun Junior Parents Weekend at Notre Dame
Feb. 28 Thursday Deadline for 2008/2009 Financial Aid Applications at Notre Dame and Saint Mary's College (for returning students)
Feb. 29 Thursday Mid-Term Deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Mar. 1-9 Sat - Sun Mid-Term break
Mar. 3 Monday Mid-Term Deficiency reports due in PRISM by 8:00 a.m. at Saint Mary’s College
Mar. 19 Wednesday Registration begins for the 2008 Summer Session at Notre Dame
Mar 21-24 Fri - Mon Easter Holiday
Mar. 25 Tuesday Last day for course discontinuance at Notre Dame
Apr. 14-23 Mon - Wed Registration for the Fall 2008 Semester at Notre Dame and Saint Mary’s College
Apr. 21-30 Mon - Wed Teacher Course Evaluations administered at Notre Dame
Apr. 30 Wednesday Last class day for Notre Dame
May 1 Thursday Last class day for Saint Mary's College
May 1-2 Thur - Fri Residence Hall room inspections at Notre Dame
May 1-4 Thur - Sun Reading days for Notre Dame (no examinations)
May 2-4 Fri – Sun Reading days for Saint Mary's College (no examinations)
May 5-9 Mon - Fri Final examinations
May 10 Saturday Undergraduate Halls close at 2:00 p.m.
May 12 Monday All grades submitted through insideND by 3:45 p.m. at Notre Dame
May 13 Tuesday All grades are due in PRISM by Noon at Saint Mary’s College
May 16-18 Fri - Sun Commencement Weekend

CLASS MEETINGS*

| MWF | 41 |
| MW  | 28 |
| TuTh| 29 |

*The number of class meetings and class days differ for Saint Mary's College

NUMBER OF CLASS DAYS*

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2008 SUMMER SESSION
First Class Day - June 17;
Last Class Day – July 31;
Final Exams - August 1; Graduation Date (No Ceremony) - August 6
The College of Arts & Letters and The Office for Undergraduate Studies

The College's administrative center for undergraduate studies is located in the Office for Undergraduate Studies in 104 O’Shaughnessy. The Office is the primary source of advising for sophomores who have not yet declared a major and the site of general advising for all students who have questions about college or university requirements, or their academic progress, programs, or career goals. If an Arts & Letters student is having trouble in your course or not attending class, please call the office ASAP. The office phone numbers are 631-7098 or 631-8636. The Office for Undergraduate Studies includes:

**Associate Dean of Undergraduate Studies**

Stuart Greene supervises undergraduate programs and all issues relating to curriculum and instruction, chairs the collegiate admissions committee, acts as liaison with the Registrar's office and to the Kaneb Center for Teaching and Learning, oversees interdisciplinary minors, area studies, secondary majors, and the Office for Undergraduate Studies. Dean Greene is also an associate professor in English and teaches in the Institute for Educational Initiatives.

**Assistant Deans**

Ava Preacher, Associate Director of the Office for Undergraduate Studies, is university advisor for all prelaw students including those in Arts and Letters, a member of the collegiate admissions committee, advisor to the sophomores, juniors, and seniors and coordinator of the Truman Scholarship Program. Ava also serves as the campus Victim’s Resource Person for victims of sexual assault.

Jennifer Nemecek, advisor for Arts and Letters Preprofessional students (premed), is a member of the collegiate admissions committee, advisor to the sophomores, juniors, and seniors and advisor for non-Notre Dame study abroad programs.

Joseph Stanfield is advisor to sophomores, juniors and seniors, including ALPP students. He administers the Sophomore Intellectual Initiative and is a member of the collegiate admissions committee.

Vicki Toumayan is the primary advisor to the education students coordinated by Saint Mary’s College. She is a member of the collegiate admissions committee, and advisor to sophomores, juniors, and seniors. Vicki also advises A&L students interested in graduate school and assists Dean Nemecek with study abroad issues. She is also faculty advisor for the College of Arts and Letters Gazette and the Journal of Undergraduate Research.

Len Banas, C.S.C., is a part-time general advisor and member of the Department of Classics.
Undergraduate Advising in Arts and Letters

The College has a two-tiered undergraduate advising system that consists of both collegiate and departmental advising:

Collegiate Advising

All non-major advising concerning university and college requirements is handled by the advisors in the Office for Undergraduate Studies in 104 O’Shaughnessy. Students should consult with the advisors in the Office for Undergraduate Studies for answers to questions about their general academic progress. Departmental advisors, even the Directors of Undergraduate Studies, may not be familiar with all of the complexities regarding university and college requirements. We therefore recommend that faculty consult with or refer students to the Office for Undergraduate Studies for all non-departmental, non-major questions.

Major Advising

All major and departmental advising is handled by the departments. Each department or program within the college structures its own advising procedure. Some departments place all advising duties in the hands of the Director of Undergraduate Studies, while others assign some or all faculty members a certain number of student advisees.

Premed, Prelaw, & Education

In addition to the departmental and collegiate advising, some career-related advising is available in the College. Preprofessional (premed) and prelaw advising are both available in the Office for Undergraduate Studies with Dean Nemecek and Dean Preacher, respectively.

Notre Dame does not offer education courses; however, through a cooperative arrangement with the Department of Education at Saint Mary’s College, students can take education courses and arrange to student teach in local schools. After appropriate coursework and one semester of student teaching, students are eligible for state certification at both the primary and high school levels. Additional questions should be referred to the Notre Dame Education Coordinator, Dean Toumayan.

Degree Audit

Degree Audit is a web-based advising tool accessible via insideND. It has been developed over the past several years to increase our students’ awareness of the requirements of their degree. It was not designed to replace college or departmental advisors. Rather, it was designed to help advisors and students make more productive use of the time that they spend together. Directors of Undergraduate Studies have access to this system and can assist students. Please refer students who have questions about their progress toward their degree to the assistant dean’s in the Office for Undergraduate Studies.
Other Colleges and Their Advisors

The First Year of Studies

All students admitted to Notre Dame as first year students enter the First Year of Studies. The responsibilities of the First Year of Studies are to arrange the academic programs for the first year students and to provide the guidance needed as they adjust to their new environment. The academic program for each first year student is constructed around a framework called the First Year Curriculum, each semester of which includes five courses plus physical education or ROTC. This also means that no first year student is enrolled in either a major or a college.

Certain courses and course areas in the First Year Curriculum are included among the university requirements for all undergraduate students at Notre Dame. All first year students are required to take one University Seminar, one course in composition, two semesters of mathematics, two semesters of either science or a foreign language, and at least one semester of another required course chosen from: history, social science, philosophy, theology, or fine arts.

A team of fourteen professional advisors and approximately fifty peer advisors who are drawn from the senior class performs advising in the First Year of Studies Department. Hugh Page is the Dean of the First Year of Studies and his office is located on the second floor of the Coleman-Morse Building (phone number is 631-7242). Dean Page is assisted by Associate Deans Angie Chamblee and Kevin Rooney who can be reached at 631-7364 and 631-7363 respectively and Assistant Deans Holly Martin, and Ken DeBoer who can be reached at 631-7421. If you experience difficulties with any first year student, please contact one of the deans who will direct you to the student's advisor.

Upon successful completion of the First Year Curriculum, Notre Dame students advance to one of the four undergraduate colleges: Arts and Letters, Mendoza College of Business, Engineering, and Science, or to the School of Architecture.

The School of Architecture

The School of Architecture offers a five-year program leading to the degree of Bachelor of Architecture. The Associate Dean and Director of Undergraduate Studies is John Stamper, 110 Bond Hall, phone 631-2682. The Assistant Dean and Undergraduate Academic Advisor is Rev. Richard Bullene, C.S.C., 110 Bond Hall, phone 631-6172. In addition, the Director of the Graduate Program is Philip Bess, 312 Bond Hall, phone 631-7739.

The Mendoza College of Business

Business students may major in one of six areas: accountancy, management consulting, management entrepreneurship, information technology management, marketing, or finance. General administration of the undergraduate program takes place in the Office of the Assistant Dean for Administration, Room 101, Mendoza College of Business Building. The Assistant Dean is Samuel Gaglio, phone 631-6602. In addition to Assistant Dean Gaglio, there are four Academic Advisors: Doug Hemphill, Gina Shropshire, Sharon Clancy Orban, and
The College of Engineering

The College of Engineering grants the Bachelor of Science degree in: aerospace engineering, mechanical engineering, chemical engineering, civil engineering, computer science, computer engineering, environmental geosciences, and electrical engineering. The undergraduate program is under the direction of Director of Academic Affairs, Catherine Pieronek, located in 257 Fitzpatrick Hall, phone 631-4385.

The College of Science

The College of Science offers curricula leading to the degree of Bachelor of Science in each of five undergraduate departments: biological sciences, chemistry and biochemistry, mathematics, physics, and preprofessional studies (health care). The undergraduate program is under the direction of the Associate Dean, Steven Buechler, phone 631-6375, located in room 174 Hurley.
II.

The Curriculum
University and College Requirements

Every student graduating from the College of Arts and Letters must have a minimum of 120 credit hours and must have fulfilled all university, college and major requirements. Unless special permission has been obtained from the Office for Undergraduate Studies, special studies and directed readings courses do not satisfy university or college requirements. The requirements, as indicated in the Undergraduate Bulletin of Information, are as follows for all Notre Dame undergraduates regardless of their college:

**University Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td>*Theology</td>
<td>2</td>
</tr>
<tr>
<td>*Philosophy</td>
<td>2</td>
</tr>
<tr>
<td>*History</td>
<td>1</td>
</tr>
<tr>
<td>*Social Science</td>
<td>1</td>
</tr>
<tr>
<td>*Fine Arts or Literature</td>
<td>1</td>
</tr>
<tr>
<td>(Physical Education-two courses)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>14 courses</td>
</tr>
</tbody>
</table>

*One of these requirements must be a University Seminar, numbered 14 courses

**College of Arts and Letters Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Language</td>
<td>1-3</td>
</tr>
<tr>
<td>+History/Social Science</td>
<td>1</td>
</tr>
<tr>
<td>#Literature or Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>(whichever is not taken above)</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>8-12</td>
</tr>
</tbody>
</table>

*In addition to the university requirements of one history and one social science course, the college requires a third course which can be either history or social science. Every student in Arts and Letters is required to complete one fine arts and one literature course.

**Course Load**

The normal course load in the College of Arts and Letters is five courses. The maximum number of credit hours per semester is 17. Overloads for juniors and seniors are allowed only with the permission of the deans in the Office for Undergraduate Studies during the designated days of the enrollment period. The Academic Code requires all undergraduates at Notre Dame to be full-time students. Only second semester seniors may elect to be part-time in their final semester with permission from the Office for Undergraduate Studies. Tuition is pro-rated for these students.
Overloads

The normal course load in the College of Arts & Letters is five classes per term and no more than 17 credit hours. Every term, however, a number of students request permission to take more than five courses with a total of more than 17 hours. The deans in the Office for Undergraduate Studies grant permission for these overloads only under the following conditions:

1. Students must be in academic good standing.
2. Students must be in their junior or senior year.
3. Juniors must have a cumulative grade point average of at least 3.5.
4. Seniors must have a cumulative grade point average of at least 3.0.

Permission for overloads is granted at the end of the registration and enrollment periods, on the sixth and seventh day of classes. This may seem somewhat late, but it allows the rest of the student body (including incoming transfer students and students returning from leaves) to find at least five courses. Students who want to overload are advised to attend their extra course from the first day, and then, if permission is granted, add the class to their schedules through the web or by an adjustment form.

Note: Some students will incur an overload due to activity or experiential learning classes. While this is not a true overload and thus not subject to the above rules, students must still see an assistant dean to get into the extra courses.

Five-Course Overloads

We will allow students to request a five-course overload at any time. A five-course overload is defined as five courses that exceed 17 hours. (Normally, students taking two sciences and one language will exceed 17 hours and will require an overload approval.)

Language Requirement

Students in the College of Arts and Letters are required to reach the "intermediate level" in one of the following languages: French, Spanish, Italian, German, Russian, Greek, Latin, Chinese, Japanese, Arabic, or Irish. For the specific requirements within each language, consult the departmental descriptions in the Bulletin of Information: Undergraduate Programs. Students with some background in the language they elect will be placed at the appropriate level through the College Entrance Examination Board (CEEB) Achievement Test, the Advanced Placement test, or the departmental placement examinations which are given during freshman orientation and prior to the Spring pre-registration period each year. Specific placement questions should be directed to the respective departments.

It is impossible to test out of the language requirement in Arts and Letters. Regardless of the scores on the placement examinations, everyone must take at least one course at Notre Dame, which deals with texts in the original language.

College Seminar (CSEM 23101 and 23102)
The College Seminar is a unique one-semester course experience shared by all students majoring in the College of Arts and Letters. Although normally taken in the sophomore year, students may take this course during any semester. **Only students in PLS are exempted from this requirement.**

The course offers students an introduction to the diversity and distinctive focus of Arts and Letters at the University of Notre Dame. Specific sections of the College Seminar vary in their topics and texts (i.e., there will not be a shared reading list across sections), but all feature an interdisciplinary approach, commitment to engaging important questions, employment of major works, and emphasis on the development of oral skills. Every College Seminar syllabus will include works that approach the topic from the perspective of each of the three divisions of the College: Arts, Humanities, and Social Sciences. Acting on their own or in groups, faculty are encouraged to develop new versions of the College Seminar or to choose from among an ever-expanding bank of existing versions.

One advantage of the flexibility in both topic and text allowed by the College Seminar is that it allows faculty to develop and teach courses consistent with their own interests and areas of expertise. At the same time, faculty will stretch beyond disciplinary boundaries by developing courses that employ works from fields outside of their own. Resources will be available to assist faculty in this task, as well as to encourage and support the development of new courses, collaboration between faculty across divisions, and the enhancement of specific pedagogical skills.

The director of the College Seminar program is **Rev. Patrick Gaffney**, whose office is located in 303 O’Shaughnessy.

**University Seminars**

University seminars are designed to foster intense interaction between first year students and faculty in small classroom settings. These courses are offered by every department within the College of Arts and Letters and will satisfy the relevant university requirement in history, literature, fine arts, social science, or the first course of the requirement in philosophy or theology. Each first year student will be required to complete one university seminar.

The University Seminars, as envisioned by the University Curriculum Committee and the Academic Council, should meet the following criteria:
1. They should foster intense interaction between students and faculty in small settings with approximately 18 students.
2. They should incorporate a significant writing component that includes a minimum of 24 pages and at least one rewrite of a corrected paper.
3. They should satisfy a university requirement by introducing students to the paradigms of a given discipline, but the university seminar will NEVER count towards the major.
4. They should be taught by teaching and research faculty.
   - Final examinations are optional. If you have a final exam, it should be scheduled in the regular slot for all courses offered at the time you are teaching.
   - The contents of the philosophy/theology courses should be equivalent to those of PHIL 10101 and THEO 10001.

**Arts and Letters Academic Offerings**
The College of Arts and Letters offers primary majors, supplementary majors, and minors. Every student in the college must complete one first major sequence. Supplementary majors and minors are optional and may be taken to supplement or enhance a student's first major.

**Arts and Letters Majors**

Majors usually contain 8-12 courses (24-36 hours) in one of the units listed below. Students may declare their major in the departmental office. Primary majors can stand alone in qualifying a student for an undergraduate degree. Students must have one primary major, but can have two or possibly three majors depending on their schedule and situation.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies</td>
<td>314 O'Shaughnessy</td>
<td>Robert Schmuhl</td>
</tr>
<tr>
<td>Anthropology (Honors option)</td>
<td>611 Flanner</td>
<td>Deborah Rotman</td>
</tr>
<tr>
<td>Arabic Studies (Honors option)</td>
<td>304 O'Shaughnessy</td>
<td>Li Guo</td>
</tr>
<tr>
<td>Art History (Honors option)</td>
<td>306 Riley Hall</td>
<td>Charles Rosenberg</td>
</tr>
<tr>
<td>Art Design (BFA option)</td>
<td>306 Riley Hall</td>
<td>Fr. James Flanigan</td>
</tr>
<tr>
<td>Art Studio (BFA option)</td>
<td>306 Riley Hall</td>
<td>Fr. James Flanigan</td>
</tr>
<tr>
<td>Classics: Greek &amp; Roman Civilization</td>
<td>304 O'Shaughnessy</td>
<td>Tadeusz Mazurek</td>
</tr>
<tr>
<td>Classics</td>
<td>205 O'Shaughnessy</td>
<td>Sylvia Lin</td>
</tr>
<tr>
<td>Economics (Honors option)</td>
<td>245 O’Shaughnessy</td>
<td>Frank Bonello</td>
</tr>
<tr>
<td>English (Honors option)</td>
<td>356 O’Shaughnessy</td>
<td>Matt Benedict/Susan Harris</td>
</tr>
<tr>
<td>Film, Television &amp; Theatre</td>
<td>230 Performing Arts Center</td>
<td>James Collins</td>
</tr>
<tr>
<td>German (Honors option)</td>
<td>318 O’Shaughnessy</td>
<td>Albert Wimmer</td>
</tr>
<tr>
<td>History (Honors option)</td>
<td>219 O’Shaughnessy</td>
<td>Dan Graff</td>
</tr>
<tr>
<td>Mathematics (Honors)</td>
<td>275 Hurley Bldg.</td>
<td>Juan Migliore</td>
</tr>
<tr>
<td>Medieval Studies (Honors option)</td>
<td>715N Hesburgh Library</td>
<td>Linda Major</td>
</tr>
<tr>
<td>Music (Honors option)</td>
<td>105 Crowley</td>
<td>Peter Smith</td>
</tr>
<tr>
<td>Philosophy (Honors option)</td>
<td>100 Malloy</td>
<td>David O’Connor</td>
</tr>
<tr>
<td>Philosophy/Theology (Honors option)</td>
<td>130 Malloy</td>
<td>David Fagerberg</td>
</tr>
<tr>
<td>Political Science (Honors option)</td>
<td>217 O’Shaughnessy</td>
<td>Josh Kaplan Carolina Arroyo</td>
</tr>
<tr>
<td>Program of Liberal Studies</td>
<td>215 O'Shaughnessy</td>
<td>Felicitas Munzel</td>
</tr>
<tr>
<td>Psychology (Honors option)</td>
<td>118B Haggar Hall</td>
<td>Anre Venter</td>
</tr>
<tr>
<td>Romance Languages &amp; Lit: General Questions</td>
<td>343 O'Shaughnessy</td>
<td>Shauna Williams</td>
</tr>
<tr>
<td>French (Honors option)</td>
<td>343 O'Shaughnessy</td>
<td>Louis MacKenzie</td>
</tr>
<tr>
<td>Italian (Honors option)</td>
<td>343 O'Shaughnessy</td>
<td>John Welle</td>
</tr>
<tr>
<td>Rom. Lang.&amp; Lit.</td>
<td>343 O’Shaughnessy</td>
<td>Shauna Williams</td>
</tr>
<tr>
<td>Spanish (Honors option)</td>
<td>343 O'Shaughnessy</td>
<td>Encarnacion Juarez-Almendros</td>
</tr>
<tr>
<td>Russian (Honors option)</td>
<td>318 O’Shaughnessy</td>
<td>David Gasperetti</td>
</tr>
<tr>
<td>Sociology (Honors option)</td>
<td>810 Flanner</td>
<td>Ann Power</td>
</tr>
<tr>
<td>Theology (Honors option)</td>
<td>130 Malloy</td>
<td>David Fagerberg</td>
</tr>
</tbody>
</table>

**Supplementary Majors**
Supplementary majors cannot stand alone in qualifying a student for an undergraduate degree, but must be taken in conjunction with a primary major. They include both interdisciplinary and departmental offerings.

<table>
<thead>
<tr>
<th>SUPPLEMENTARY MAJORS</th>
<th>LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Letters Preprofessional (ALP2)</td>
<td>104 O'Shaughnessy</td>
<td>Jennifer Nemecek</td>
</tr>
<tr>
<td>Asian Studies (26 hours)</td>
<td>210 O’Shaughnessy</td>
<td>Susan Blum</td>
</tr>
<tr>
<td>African &amp; African-American Studies</td>
<td>327 O’Shaughnessy</td>
<td>Richard Pierce</td>
</tr>
<tr>
<td>Art History (24 hours)</td>
<td>306 Riley</td>
<td>Charles Rosenberg</td>
</tr>
<tr>
<td>Chinese (24 hours)</td>
<td>205 O’Shaughnessy</td>
<td>Sylvia Lin</td>
</tr>
<tr>
<td>Classics (24 hours)</td>
<td>304 O’Shaughnessy</td>
<td>Tadeusz Mazeurek</td>
</tr>
<tr>
<td>Computer Applications (CAPP)(24 hours)</td>
<td>848 Flanner</td>
<td>Louis Berzai</td>
</tr>
<tr>
<td>French (24 hours)</td>
<td>343 O’Shaughnessy</td>
<td>Shauna Williams</td>
</tr>
<tr>
<td>Gender Studies</td>
<td>325 O’Shaughnessy</td>
<td>Eileen Botting</td>
</tr>
<tr>
<td>German (24 hours)</td>
<td>318 O’Shaughnessy</td>
<td>Albert Wimmer</td>
</tr>
<tr>
<td>Greek &amp; Roman Civilization (24 hours)</td>
<td>304 O’Shaughnessy</td>
<td>Tadeusz Mazeurek</td>
</tr>
<tr>
<td>History (24 hours)</td>
<td>219 O’Shaughnessy</td>
<td>Dan Graff</td>
</tr>
<tr>
<td>Italian (24 hours)</td>
<td>343 O’Shaughnessy</td>
<td>Shauna Williams</td>
</tr>
<tr>
<td>Japanese (24 hours)</td>
<td>205 O’Shaughnessy</td>
<td>Sylvia Lin</td>
</tr>
<tr>
<td>Latino Studies (24 hours)</td>
<td>330 McKenna Hall</td>
<td>Yolanda Marino</td>
</tr>
<tr>
<td>Medieval Studies (24 hours)</td>
<td>715N Hesburgh Library</td>
<td>Linda Major</td>
</tr>
<tr>
<td>Peace Studies (24 hours)</td>
<td>118 Hesburgh Center</td>
<td>Jaleh Dashti-Gibson</td>
</tr>
<tr>
<td>Philosophy (24 hours)</td>
<td>100 Malloy</td>
<td>Fred Freddoso</td>
</tr>
<tr>
<td>Russian (24 hours)</td>
<td>318 O’Shaughnessy</td>
<td>David Gasperetti</td>
</tr>
<tr>
<td>Spanish (24 hours)</td>
<td>343 O’Shaughnessy</td>
<td>Shauna Williams</td>
</tr>
<tr>
<td>Theology (25 hours)</td>
<td>130 Malloy</td>
<td>David Fagerberg</td>
</tr>
</tbody>
</table>

Minors

Minors generally consist of five courses. The College has three categories of minors: Departmental, Interdisciplinary and Area Studies.

**Departmental**

- African & African-American Studies
- Anthropology
- Art History
- Chinese
- Classical Literature
- French and Francophone Studies
- German
- Greek
- Greek & Roman Civilization
- Irish Language and Literature
- Italian
- Japanese
- Liturgical Music Ministry
- Music
- Portuguese & Brazilian Studies
- Russian
- Theology

**Interdisciplinary Minors**
Catholic Social Tradition
Education Schooling & Society (ESS)
Gender Studies
Hesburgh Program in Public Service
Journalism, Ethics & Democracy (JED)
Medieval Studies
Peace Studies

Philosophy & Literature
Philosophy, Politics and Economics (PPE)
Philosophy within the Catholic Tradition
Poverty Studies
Religion & Literature
Science, Technology & Values (STV)
Technology, Business, and Society (TBS)

Area Studies

African Studies
Asian Studies
European Studies
Irish Studies

Latin American Studies
Latino Studies
Mediterranean/Middle East Studies
Russian and East European Studies

Activity and Experiential Learning

Three elective credits of the required 120 hours required for graduation in the College of Arts and Letters may be obtained from the following activity courses (exceptions will be made for music majors):

- Band (Marching and Concert)
- Orchestra
- Chorale
- Glee Club
- Liturgical Choir
- Folk Choir
- Music lessons and ensembles
- Ballet
- Debate
- Social Concerns Seminars

Although activity and experiential learning courses do not contribute toward a student’s 17 semester hour limit, they will be counted that way by the system when a student registers. Should such courses lead to overload status, the student should see a dean. (see p. 17)

Declaring Majors, Minors, and Programs

Students desiring to declare a major, minor, and/or a program should start in the Office for Undergraduate Studies. A Student Academic Selection form is processed for this purpose and requires the approval of the academic department and the student’s dean. Students in Arts and Letters also have the option of a self-designed major. For additional information regarding this initiative, please consult the most recent Bulletin of Information, Undergraduate Programs.

Dual Degrees vs. Dual Majors
Programs leading to dual degrees (two undergraduate degrees such as a bachelor of arts and a bachelor of business administration) are distinct from programs in which a student receives one degree with two majors (such as a bachelor of science in Physics and a major in Political Science or a bachelor of arts with majors in History and English).

Although the total number of credits varies, normally students need to obtain 30 credits over the higher minimum required in the two colleges. Dual degree programs in the College of Arts and Letters and another college require a minimum of: 154 hours for the College of Science, 156 for the College of Business, and 167-177 for the College of Engineering. Dual degree students are required to fulfill all University and College requirements for both Colleges including College Seminar and the language requirement. Dual degree programs require the permission of the deans of both colleges. There are additional requirements, which usually result in the need for a fifth year.

**Arts and Letters/Science Honors Program**

In the Fall semester of 1983, the University inaugurated an honors program for a small number of outstanding students in the College of Arts and Letters and the College of Science. A limited number of students with academic intents for each college are identified for this program at the time of admission.

The program offers honors sections to fulfill most of the university and college requirements in the students' first and second years. At present, there are honors sections of theology, philosophy, physics, biology, mathematics, anthropology, psychology, history, and political science, as well as a two-semester first year seminar, which satisfies the composition requirement in the fall semester and the literature requirement during the spring semester. Since these courses are restricted to honors students, they are smaller than non-honors sections and are usually taught in a seminar format. The teachers for honors sections are chosen from among the most outstanding in each college.

Starting in the sophomore year, each student's academic work will be centered mainly in his or her major field of study, but two honors electives are also taken during these years. Most honors students are double majors. There is also an honors seminar in the fall of the senior year to bring the honors students from diverse majors back together for some topical discussions. This seminar is co-taught by the co-directors. Each honors student will also be expected to complete a special six-credit senior honors project in his or her major field of study. Those writing senior theses work individually with a faculty advisor of their choosing.

Further information regarding the honors program may be obtained by contacting the co-directors: **Alex Hahn**, Department of Mathematics, phone 631-6459, or **Cornelius Delaney**, Department of Philosophy, 402 Malloy Hall, phone 631-6653, or **Wendy Wolfe**, Program Coordinator, phone 631-5398.

**Arts and Letters Dean's Fellows Program**
The Dean's Fellows Program identifies students in Arts and Letters who have demonstrated exceptional promise in scholarship and leadership abilities since matriculation at Notre Dame and provides them with opportunities for continuing development through focused mentoring and expanded involvement in the academic and administrative life of the College of Arts & Letters. The goal of the program is to encourage students to fully engage the mission of the College by: actively seeking out scholarly pursuits and opportunities, such as undertaking research early in their careers under the mentorship and guidance of faculty scholars; engaging in internships; taking on leadership roles within our college community; fostering a love of scholarship that will lead them to engage in lifelong learning and leadership beyond Notre Dame, whether through graduate education, public service, or careers in the arts, business, industry and the not-for-profit sector. Each year two Dean's Fellows will serve one-year terms on the College Council.

**Academic Standings**

**Latin Honors (Graduation Honors)**

Latin Honors are granted to the top 30% of those undergraduates in a college who are receiving a bachelor degree. *Summa cum laude* is granted to the top 5%; *magna cum laude* to the top 15%; and *cum laude* to the top 30%. More information concerning determination of the grade point average representative of these percentages can be found on the University Registrar’s website (http://registrar.nd.edu/LatinHonorsTerm.shtml).

**Dean’s List**

For undergraduate students, the dean's honor list is restricted to those students who 1) carried at least 12 graded credit hours in the previous semester and 2) have a grade point average in that semester which meets a minimum requirement set by the dean of any college or school in which they are currently enrolled. At the beginning of each academic year, each college and school will choose and make known to its students and the University Registrar the necessary minimum grade point average. This choice will be made so that by best estimates 30 percent of the students in the college or school will receive dean's honor list in a given semester. (Academic Code 21.1).

**Academic Good Standing**

The minimum semester GPA for a student to remain in good standing is: 1.700 for first-semester students in the First Year of Studies, 1.850 for second-semester students in the First Year of Studies, and 2.000 for all others. (Academic Code 22.1)

**Academic Probation**
Failure to retain good standing will result in academic probation. Academic probation makes a student ineligible for class, hall, and university offices and privileges, and intercollegiate athletics; in addition, the student’s academic program may be restricted at the discretion of the dean. *(Academic Code 22.1)*

**Academic Dismissal**

Undergraduate students are subject to dismissal for:

a) Two consecutive semesters on probation, or
b) A total of three nonconsecutive semesters on probation, or
c) Failure to achieve a semester average of 1.000 regardless of previous academic work. *(Academic Code 23.2)*

**Honors Convocation**

The Arts and Letters Convocation is held each May on the Friday before Commencement. On this occasion Arts and Letters seniors who are graduating with national, university and departmental honors, as well as those who are being initiated into Phi Beta Kappa or receiving highest academic honors based on their cumulative GPAs, are recognized.
III.

Classrooms, Courses, and Policies
Standard Class Time Periods

50 - MINUTE CLASSES
MWF  8:30 a.m. to 9:20 a.m.
MWF  9:35 a.m. to 10:25 a.m.
MWF  10:40 a.m. to 11:30 a.m.
MWF  11:45 a.m. to 12:35 p.m.
MWF  12:50 p.m. to 1:40 p.m.
MWF  1:55 p.m. to 2:45 p.m.
MWF  3:00 p.m. to 3:50 p.m.
MWF  4:05 p.m. to 4:55 p.m.
MWF  5:10 p.m. to 6:00 p.m.

75 - MINUTE CLASSES
TH  9:30 a.m. to 10:45 a.m.
TH  11:00 a.m. to 12:15 p.m.
TH  12:30 p.m. to 1:45 p.m.
TH  2:00 p.m. to 3:15 p.m.
TH  3:30 p.m. to 4:45 p.m.
TH  5:00 p.m. to 6:15 p.m.

Times not permitted for 10000-level courses
MW  8:00 a.m. to 9:15 a.m.
MW  11:45 a.m. to 1:00 p.m.
MW  1:30 p.m. to 2:45 p.m.
MW  3:00 p.m. to 4:15 p.m.
MW  4:30 p.m. to 5:45 p.m.

Course Registration

Web Registration

Students use web registration via the Student Services channel in insideND in order to register for classes. Registration occurs in November for spring semester and in April for fall semester. Each class level (senior, junior, etc.) has Time Tickets assigned during a two-day window. Registration Time Tickets are assigned randomly within each class level. Each Time Ticket represents a registration start time, which will not end until the end of on-line registration, which is the 7th class day of the term for which the student is registering. They are assigned at times that do not conflict with the students’ current class schedules. (This is one reason why it is imperative that students are correctly registered for your class.) Time Tickets are scheduled 8:00 a.m. - 4:30 p.m., Monday-Friday.

The automated registration system defines the prerequisite/co-requisite classes and other assigned class restrictions (majors only, juniors only, etc.) which students must meet in order to be able to web register successfully. All students are required to register officially for any
class that they wish to attend. A faculty member cannot register a student for a class. Additional information about registration can be obtained from the Office of the Registrar or by reviewing the student registration instructions printed in the Hours of Instruction book. Students should make all schedule changes. These changes should be made using Web Registration, which is available using insideND from the beginning of the registration period (in November or April) through the seventh class day of the new semester. For more information, please log onto the Registrar’s homepage at http://registrar.nd.edu.

**Enrollment**

Registration for classes and enrollment in the University are separate procedures. For enrollment, students must use web enrollment which is available using insideND approximately four days before the semester begins. By completing web enrollment, a student informs the University Registrar of his/her intention to pursue the classes for which he/she is registered. Enrollment must be completed by midnight on the 7th class day or all classes for which a student registered will be dropped.

**Departmental “Wait Lists” and Registration Exception Procedures**

While the Office of the University Registrar does not maintain registration “wait lists,” some academic departments do maintain such lists for specific classes. Each department determines the priority given to students on a wait list, and department personnel manages the electronic permission for wait listed students to register for a class. It is essential that all students attending your class, who are not properly registered, settle their registration issues by the 7th class day. If the registration limits have been reached for your class but you desire additional students to be added, consult with the administrative personnel in your department who handles registration matters (administrative assistant, DUS, DGS, etc.). Consideration will be given based on department/college class size philosophy, availability of a classroom with more seats, and other administrative concerns addressed by the dean’s office. When an individual needs to be added to your class and that person will increase the class limit over the “maximum seat count” or change the department established “seat allocation,” then an Adjustment Form must be completed and processed. This form requires the approval of the department representative and the dean’s office.

Remember, faculty members can never register a student for a course. The student must always register him/herself, either by registering via the web or by an Adjustment Form.

**Last Day to Add or Drop a Class**

The registration and enrollment period for undergraduate and graduate students continues through the first seven class days of a given semester. Students have until the seventh class day to add a class. This is one and one-half weeks into the term. **You should take attendance on the sixth or seventh class day to insure that all your students are properly registered for your classes.** Classes cannot be added after the seventh class day except under unusual circumstances and only with the dean’s permission.
The last day to drop a class usually falls on the Friday after the students return from the mid-semester break. Students are normally allowed to drop a class so long as the drop does not reduce their load below 12 hours. **It is important that faculty provide feedback to students on their class status before the mid-semester break.** Plan to have a major examination or paper graded and returned to students before the mid-term break to help them ascertain how well they may be doing in your class.

Deficiency reports for upper division students and mid-semester grades for freshmen are due to the Registrar on the Friday before the break. You will report mid-term grades or deficiencies on-line using insideND. If you have a student in danger of receiving a grade of D or F, you must submit a deficiency report. (For more information on mid-semester grades and deficiency reports, see page 38.)

**After the seventh class day**, all adds and drops are handled on an *Academic Course Change* form and requires the approval of the student’s dean. If a student is added to your class list after the 7th class day or if a student drops your course after the 7th class day, you will be notified. The On-line Photo class list is always up-to-date and should be used as your active class list. Adds and drops are also updated in the WebCT class list, and in the other class list available to you in the Faculty Services channel using insideND.

**Class Rosters**

Rosters for the first day of class are available on-line. They can be obtained electronically in any one of three ways:

1) On the Faculty tab in insideND, you can obtain a detailed or summary class list which includes the students in each section. If your class is cross-listed with other departments, you must access a class list for every listing of your class. (e.g. Since History 30608 is cross-listed with AMST 30352 and HESB 30410, the professor must get three class lists.)

2) On the Advising Services tab in insideND, a link exists for “Class Roster.” This is another summary of the students in your classes, but it should be noted, this listing does not include students from cross-listed classes.

3) On the Faculty tab in insideND, you should have a link to On-Line Photo. This will include a photo of each student in your class. This on-line photo listing is the ONLY one of these three options that will be a listing of all the students in your class (including cross-listings.) This option is only available to the instructor of record for a course.

Be sure that your list is accurate and that every student attending your class is on the class list. In the case of a discrepancy, you should direct the student to the Office of the Registrar if it is still within the first seven class days. After the first seven class days, the student will need to obtain signed approvals from the department and the student’s dean to be added to the class.

Sometimes students assume that once they have the verbal permission of a faculty member or an administrative assistant, they do not need to register for the course. This is not true. **Students must register for each class. Faculty cannot register for them.** If faculty do not take attendance during the first two weeks, students can spend the entire term in a class without being aware that they are not properly registered. This can be highly problematic, and without your cooperation the dean’s office has no way of tracking such students.
There are only three ways that a student can register for your class:

1. The student registers using insideND (up until the 7th class day). Your department determines registration restrictions. If students are not able to register for your class, see your department representative.
2. The student obtains a signed Adjustment Form from the department and the dean (up until the 7th class day) or,
3. The student obtains a signed Academic Course Change form (after the 7th class day). Note: this is an option we never hope to use.

If a student is not properly registered in your class and there is room, please direct him/her to an assistant college dean. Here are some helpful hints on how to identify students who are not properly enrolled in your class:

- Take attendance regularly, especially in the first two weeks of the term. If you are teaching a large lecture course, pass around an attendance sheet and have students make a mark next to their names. Students who are not listed on your On-line Photo class list are not properly registered. Any such student needs to either register for the class using insideND or see an academic dean for proper action.

- Do not grade any work for students who are not properly registered in your classes. Return their assignments to them and have them correct the registration problem.

The Course Syllabus

Students rely on faculty to provide a syllabus for every course. This is an opportunity to invite your students to join you in an exciting intellectual journey and as such, it should contain a brief description of what topics the course will cover. The syllabus also serves as your contract with the students and, in this capacity, it should outline the course objectives as well as the kinds of readings and assignments in which the students will engage. It should clearly state policies regarding class attendance (and class absences), the due dates for assignments, the dates of examinations, the grading policy, and the date and time of the final examination. It should also include your office hours and the best way for students to reach you. If you have a preference for voice-mail or e-mail, indicate that in the syllabus.

In preparing your syllabus, remember that most students in the College of Arts and Letters take five courses per term. This means that they have four other courses to prepare in addition to yours, and they need to be able to make plans and prioritize their time commitments for completing major projects and assignments, working on presentations, and studying for examinations. Please try not to change your syllabus in mid-semester unless it is absolutely necessary (ex: a book you ordered did not arrive on time).

Departmental offices must collect a syllabus from faculty for every class they teach. Syllabi play a role in the evaluation of teaching. See the 2007 guidelines for Preparing a Case for Renewal/Tenure/Promotion on the Provost’s website http://provost.nd.edu/academic-resources-and-information/. If you need assistance designing your syllabus, call the Kaneb Center at 631-9148. The staff will be happy to assist you.
The Academic Code of Honor

The University most recently revised *The Academic Code of Honor* in 2006. A copy of the handbook that offers a complete description of the honor code can be found at: http://www.nd.edu/~hnrcode/docs/handbook.htm. All faculty and students are responsible for becoming familiar with the Code, which applies to all undergraduates at Notre Dame. (Issues of academic integrity involving graduate students are dealt with via separate procedures established by the Graduate School.) The parts of the Code that are most pertinent for faculty are highlighted below. For more information, please see *The Faculty Guide to the Academic Code of Honor*, available as a booklet (from the dean’s or provost’s office, or from your department) or on the web at http://www.nd.edu/~hnrcode/docs/index.htm.

Pledge (taken by all undergraduates) to abide by the Honor Code (*The Academic Code of Honor, Article II)*:

“As a member of the Notre Dame Community, I will not participate in or tolerate academic dishonesty.”

Principal Faculty Responsibilities

1. All members of the University faculty are required to become aware of the policies and procedures of the honor code, which are summarized in *The Faculty Guide to the Academic Code of Honor*.

2. Faculty are expected to explain the conditions under which students are allowed to share their work. Under our honor code, however, any work that a student submits must clearly indicate the source of any idea or expression that the student has taken from another. Collaborative work on assignments is permitted unless explicitly forbidden by the instructor. Please make your instructions clear.

3. When assigning writing in their courses, faculty are encouraged to distribute a handout with information about what constitutes plagiarism and about what sources (e.g., internet sites) students are and are not allowed to use when writing papers. Keep in mind that our goal is to teach students how to use and document sources appropriately.

4. Each faculty member will strive to establish an environment conducive to evaluating students in a fair and reasonable manner. The purpose of the Academic Code of Honor is not to test the students' ability to perform in a highly competitive and stressful environment, but to help them develop habits of moral character.

5. Faculty members may be present in classrooms during examinations, fostering an environment, which does not create opportunity for dishonest action.

6. Anyone with the responsibility to teach or assist in a course will not tolerate dishonesty. If you suspect that a violation of the Code may have occurred, you may talk with the student about your concerns. If you find that your suspicions are justified, and if you and the student can agree
on an appropriate penalty, you can settle the matter by filling out an *Honor Code Violation Report* (http://www.nd.edu/~hnrcode) and sending it to the Provost’s Office. If no such agreement can be reached but you still suspect that the Code was violated, you must turn the issue over to the Honesty Committee of your department. For further information, please consult *The Faculty Guide to the Academic Code of Honor*.

**Turnitin.com**

In the Fall of 2002, the University joined Turnitin.com to provide assistance to faculty checking possible plagiarism from the internet. For further information on Turnitin.com, please contact one of the following Arts and Letters faculty representatives on the University Code of Honor Committee -- Professor Tom Flint ([Thomas.P.Flint.1@nd.edu](mailto:Thomas.P.Flint.1@nd.edu)) or Prof. Darcia Narvaez ([Narvaez.3@nd.edu](mailto:Narvaez.3@nd.edu)). Please note that Turnitin.com should be employed only if you have reason to suspect plagiarism.

A copy of the *Honor Code Violation Report* form can be found on the following page.
Honor Code Violation Report

1. Student Name: _____     2. Student ID#: _____

1 Instructor Name: ____________________________

2 Course Information: Department Number Section Semester Year _____
   Level of honor code violation (Check one):   Minor
   Major Flagrant

1 Briefly describe the nature of the honor code violation: _____

2 Briefly describe the agreed-upon penalty: _____

We, the undersigned, attest that this report accurately states both the nature of the honor code violation that occurred in this course and the penalty that we have agreed is appropriate for this violation.

(For the Instructor): I attest that I will not penalize the student for this infraction of the Code of Honor in any way other than that described above.

(For the Student): I hereby waive my right to an Honesty Committee hearing to adjudicate this case. I have seven calendar days from the date indicated next to my name within which to reconsider this waiver. If I do not, within those seven days, explicitly revoke this waiver by writing to the Associate Provost who co-chairs the University Code of Honor Committee, the waiver becomes permanent and irrevocable. I also affirm that, unless I revoke this agreement and am subsequently found by an Honesty Committee not to have violated the Code of Honor in this case, I will not at any point endeavor to withdraw from this course. I understand that if I am found responsible for a second violation of the Honor Code, the Associate Provost will assign a further penalty; the standard penalty for a repeated offense is suspension or dismissal from the university.

Student Signature             Date

Instructor Signature            Date

This report must be signed by the student and the instructor. Without delay, send an original copy to ‘Associate Provost – Honor Code’, 300 Main Building. The Associate Provost will review the agreement within seven days.

Associate Provost Signature       Date

Prepare three signed copies of the report and distribute them to the Associate Provost, Student, and Instructor.
Recommended Practices to Promote Academic Integrity

Emphasize orally and in your syllabus that you support the Honor Code and that you expect the same from your students.

**Syllabus**
- Include the Honor Code pledge – “As a member of the Notre Dame community, I will not participate in or tolerate academic dishonesty.”
- Specifically define your expectations with regards to academic integrity.
  - Clearly state when collaboration is forbidden and when it is O.K. to work with others.
  - Clearly define when students may use electronic support: calculators, laptops, etc.
- Explain to students where they can get help for rules on citation. Point them both to the Internet (http://www.nd.edu/~writing/resources/AvoidingPlagarism.html) and to appropriate reference books (e.g., *The Bedford Researcher* by Mike Palmquist) for your discipline. Some students may be advised to seek help from Notre Dame’s Writing Center.
- Indicate your intent to follow the policies and procedures outlined in the *Student Guide to the Academic Code of Honor* (www.nd.edu/~hnrcode).

**Classroom Practice**
- Be a good role model. In your lectures, cite the people who originated the ideas you present in class. Let your students see that this is good form.
- Introduce issues of academic integrity into your class discussions. Provide examples of how academic misconduct in your field has damaged the scholarly enterprise.
- Restate approved and disapproved forms of collaboration for completing homework assignments, take-home quizzes/exams, papers, etc.
- Instruct students about proper research techniques including appropriate methods of citation. Give particular attention to the dangers of using Internet sources.

**Tests and Exams**
- Include the Honor Code pledge on the cover of all exams, and require students to sign below the pledge. The Honor Code pledge is printed on the cover of bluebooks sold on campus.
- Avoid using exactly the same questions on tests, semester after semester. Students review old versions of exam questions to prepare for tests.
- Provide adequate spacing between students during exams, if at all possible.
- If you are using objective test questions, consider creating different versions of the test so that students sitting next to one another see a different order to the problems or answers printed on the test booklet.
- Be available during examinations to answer questions. Depending upon the size and nature of the class, you may want to remain in the classroom throughout the exam, since your mere presence might deter cheating.

**Essays and Papers**
- Avoid assigning exactly the same paper topics semester after semester.
- Consider requiring students to sign a statement such as the following on the cover page to each paper, “In accordance with the Academic Code of Honor, I hereby attest that I am the original author of the following paper and that all ideas and statements expressed herein are my own unless explicitly marked with a citation.”
- Be mindful of whether students are citing references appropriately.
- Use search engines (such as Google) or TurnItIn.com if you suspect that a paper might include material from uncited internet sources.
Attendance Policies

Official University Excused Absences

Notre Dame’s policy concerning absence from class, in all but three circumstances, accords to the student’s professor the discretion to accept the excuse and permit make-up work. The three exceptions to the policy are: personal illness, death in the immediate family, and duties performed for the University. Under the three special circumstances noted, the assistant vice-president for residence life is responsible for verification of the reason for the absence. When an absence is approved, an official form is forwarded to the professor(s) and deans involved.

Unexcused Absences

You are free to determine your own attendance policy, i.e., how many unexcused absences will be considered excessive, but you must state it clearly in the syllabus. You also should indicate what the consequences will be for missing more than the allowed number of times, for example, "More than three unexcused absences will result in failure of this course." Your class attendance policy concerning absences on the days before and after holidays and/or vacations should also be indicated. Maintenance of attendance records is left to the discretion of the individual instructor.

The Academic Guide makes the following comments about class attendance:

At the beginning of the semester the instructor will state in writing the class policies concerning attendance and grading. The instructor is expected to state the class policy concerning excessive absences and permission to make up work when missed . . . . The instructor should also specify how excessive absences will be handled and whether or not a grade of “F” will be given for such excessive absences. Before a failing grade is given for excessive absences, however, a warning in writing to the student and a notice to the student’s dean MUST be given stating that "further absences will result in a grade of 'F'." Except for official excuses issued by the Office of Residence Life for illness, death in the family, or for duties performed for the University, the instructor has full discretion as to the acceptance of excuses and permission to make up work. (Academic Guide. See also Academic Code, Article 13.2).

Please also consult the Academic Code, Article 13.2 for guidelines concerning graduating seniors who must travel to interviews for employment, fellowship, or graduate school opportunities.

The Office for Undergraduate Studies in O'Shaughnessy has designed an Excessive Absence Form that you can use to notify your delinquent students. You may stop by and pick up a form as needed. For your convenience, we have also included a copy below. If you need it, feel free to copy it. Please send a copy of the form you use to us so that we may keep the notice in the student’s permanent file. You can also e-mail the student and cc the appropriate dean in his/her college (see list on following page).
NOTIFICATION OF EXCESSIVE CLASS ABSENCES

Date: __________________________

To: ____________________________________________________________
  (Student's Name)     (College)

  ____________________________________________________________
  (Local Address)

From: __________________________________________________________
  (Professor's Name)

Dear Student:

As of the date of this letter, you have reached your maximum allowable absences in the following class:

______________________________________________________________

In accordance with the Faculty Handbook, Article 13.2, this letter serves notice to you that further absences will result in a failing grade for the course.

______________________________________________________________
  (Signature)

cc: Dean of Student's College   (Assistant Deans Nemecek, Preacher, Stanfield, or Toumayan - Arts & Letters)
   (Assistant Dean Steven Buechler - Business)
   (Associate Dean - Science)
   (Associate Dean Angie Chamblee - Freshman Year)
   (Associate Dean Cathy Pieronek - Engineering)
Office Hours

Faculty should make themselves available in plentiful and generous ways and should inform students of their availability. This is most easily done by posting office hours on your door and including them in your syllabus. Try to schedule office hours on different days at different times. Bear in mind that a student who can't see you because of a class conflict at 11:00 a.m. on Tuesday, probably won't be able to on Thursday at 11:00 a.m. either. The same holds true for Monday/Wednesday/Friday schedules. The ideal schedule would include office hours on Monday/Tuesday, Tuesday/Wednesday, Wednesday/Thursday, etc., so that you can accommodate both the Monday/Wednesday/Friday and Tuesday/Thursday schedules.

Canceling Classes

The instructor who cannot meet with a class will advise the department chair and normally provide for a substitute. Students may presume a class is dismissed if the instructor does not appear within 15 minutes. (*Academic Code, Article 13.3*)

If you have an emergency and do not have time to arrange for a substitute, call your departmental office and ask that a sign be taped to the door or written on the chalkboard announcing that the class has been canceled for the day. Likewise, if you reschedule a class for a different room (e.g., if you are viewing a film or conducting class on the lawn), tape a sign to the door of the room in which you normally meet for the students who forget or might have been absent on the day you announced the change in venue. Also, inform the departmental administrator.

When you make arrangements to make up a missed class, make sure that you do not place any of the students in a conflict with another class/lab or with athletic practice. The best times for rescheduling classes are normally early mornings or evenings.

Examinations

Regular or Mid-term Examinations

In some courses, final grades are based on a series of examinations, including a final examination. In other courses, grades are based on a combination of examinations, papers and/or projects. Whatever your grading method, it is important that you have at least one examination, paper, and/or project assigned in time for you to grade it and return it to the students before the midterm break. The last day to drop classes falls on the Friday after students return from the break, and students need some indication of how they are doing to help them decide whether to retain or drop your course.

Departmental Examinations

In several departments, multiple sections of the same course share a common syllabus and synchronize their regular examination schedules. In such cases, examinations are scheduled on Tuesday/Thursday mornings at 8:00 a.m., since Tuesday/Thursday classes do not begin until 9:30am. Departmental examinations are most common in the Science and Business Colleges, but occasionally Arts and Letters courses may be included on the departmental examination schedule. Courses appropriate for a departmental examination schedule are determined by the department chair, the Dean's office, and scheduled by the Registrar's office.
Reading Days

Between the last day of class and the first final exam, the University allows students to have up to four reading days. These days are meant to be used by students for studying. **They are not meant to be used for the unauthorized rescheduling of final exams.**

Final Examinations

A two-hour final examination **must** be given at the time and place stipulated in the official examination schedule, which is established by the Office of the Registrar. Any exceptions to this policy must be approved by the chairperson and reviewed by the dean. *(Academic Code, Article 14.1)*

The examination must count for at least 20% of the grade, but not more than 50% *(Academic Guide).* Students who miss the final examination without an official university excuse (i.e., serious illness, death in the family) will receive a grade of 0 on the exam. *(Academic Code, Article 14.2)*

Final Examination Conflicts

"No student shall be required to take three or more final exams in one day or four or more final examinations in a 24-hour period." If a student finds him/herself with conflicts he/she should report the conflict to the Office for Undergraduate Studies. A dean will check the student's schedule, verify the conflict, and write a note to the faculty member indicating that the conflict is real and that the student has permission to have a make-up examination scheduled for one of the courses. *(See the Academic Guide for guidelines regarding final examination conflicts.)*

Grades

The Grading System

You are free to determine your own method for evaluating your students, but it is strongly recommended that letter grades be used exclusively in grading tests, papers, and classroom performances. Your method, in any case, must be clearly described in your syllabus. The university grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

**Note that there is no grade of A+, D+, D-, nor is there an I (Incomplete grade), for undergraduate students.** *(Academic Code, Article 18.1)*
Some courses, (e.g., physical education, internships, and experiential learning courses), are graded S/U (satisfactory/unsatisfactory). S/U courses are not included in a student’s grade point average computation, and thus do not affect his/her grade point average.

**Pass/Fail Option (P/F)**

Juniors and seniors have the option of taking one course per regular term (fall and spring, but not summer) as a non-graded, P/F course. They cannot take courses P/F that are in their major(s), minor(s), or cross-listed with their major(s) or minor(s), nor can they take courses P/F to satisfy any of the general requirements. The course they select must be an elective. Students must designate the course P/F during the enrollment and registration period the first seven (7) class days. Once declared, the action cannot be reversed and should not be communicated to the course instructor. Grades of A through D are considered passing grades. (See the *Academic Code, Article 19.1* )

**Mid-term Grade Reports for First Year Students**

A letter grade must be submitted to the University Registrar at the middle of each semester by the instructor for each first year student in that instructor's course. (*Academic Code, Article 16.1*)

**Mid-term Deficiencies for Upper Division Students**

If the work of a sophomore, junior, or senior in any undergraduate course during the first half of a semester is unsatisfactory, a report of that fact must be made by the instructor to the Registrar. The Registrar transmits the mid-semester grade for deficiency notice to the student. (*Academic Code, Article 16.1*) If a student has not turned in assignments, but is still on the official class list, you must turn in an “F.” Do not assume the student has dropped the course. Some faculty assume that turning in mid-term reports for upperclassmen is voluntary. This is incorrect. According to the Academic Code, mid-term reports are mandatory if a student is performing unsatisfactory work.

The deficiency report is a vital tool used by the academic advisors to track students in academic trouble. If, by the middle of the semester, you have identified students who are in danger of failing your course, it is important that you submit a deficiency report to the Registrar's Office. The only way of identifying "at risk" students is through the deficiency reports. Please help us get an early handle on potential problems by submitting these reports on time.

**The deficiency report does not become a part of the student's permanent record.** It does not harm the student in any way. In many cases, students who receive deficiencies at mid-semester can bring their averages up to B’s, or even A’s, by the end of the term! By submitting a deficiency report, you help the students and advisors by signaling that there is a problem. Often, receiving a deficiency report serves as a "wake-up call," which alerts students to potential trouble and they are able to take responsibility for their own academic program.
We in the Office for Undergraduate Studies rely on you to let us know who is having serious difficulty. Sometimes we can resolve a problem by advising the student to drop a class if the situation is beyond hope, or by requiring that the student set up an appointment with you to discuss the situation. If a student is having difficulty in several courses, this may be an indication of a deep-seated, non-academic problem. If we catch the problem early enough, we may be able to encourage counseling. In the most serious cases, we advise withdrawal from the University, so that the student can take some time away from school to resolve the problem. But remember, we rely on you to apprise us of potential trouble.

**Mid-term Grade Report Due Date Information**

Mid-term grade reports are due by **3:45 P.M. on the Friday before the mid-semester break.**

Mid-Term Grade Submission Instructions

1. Log into insideND.
2. Go into the Faculty Services Channel found on the Academic tab and find the link to Mid-Term Grade Submission. Click on it.
3. Select the current semester by clicking submit. (The current term is defaulted in.)
4. Choose the class you want to grade by using the drop down box. The drop down box will list only the classes for which you are listed as an instructor.
5. Press submit. (The result will be your class list.) You may need to scroll down or click on the next record set to view additional students.
6. Click on the drop down arrow for each student to see the eligible grades.
7. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.
8. Press “Submit” often to save the grades you have entered.
9. Continue entering grades until each student who requires a mid-term grade has been assigned one. Mid-term grades must be submitted for all first year students regardless of their academic standing. For sophomores, juniors, and seniors, simply indicate on your grade sheet which one(s) currently have an average of D or F along with the reason for the deficiency. The mid-term grades now include the reason code along with the grade (i.e. D1, F2, D6, etc.) The number following the letter corresponds to the following reasons: (1) poor test grades, (2) poor class/lab performance, (3) excessive absences, (4) incomplete work, (5) deficient written work, and (6) deficient reading/oral skills in English. You should select only one grade/reason code that is the most applicable.
10. Press submit before moving on to the next page (record set) if applicable. **NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.**
11. If you have another class to grade, click on the “CRN link” at the bottom of the page and repeat steps 1-10.
12. When you have finished grading and have pressed “submit” to save the grades entered, close the browser by clicking on the “X” in the upper right corner of the screen.

For additional grading information and an on-line demonstration of the grading process, please view the Grading Tutorial in the “Faculty and Department” box at http://registrar.nd.edu. If you have questions, please contact the Office of the Registrar at 574-631-6488 during business hours or e-mail Jennie Brackett at jbracket@nd.edu.
What happens to the deficient students?

The Registrar's Office sends a deficiency report to the students and to the Office for Undergraduate Studies. Students who receive a deficiency in more than one class, or students on academic probation who receive at least one, are called into the Office for Undergraduate Studies for an advising session.

Grade Reports for Athletes

At about the same time that you are requested to submit mid-term reports, you will also receive from Academic Services for Student-Athletes a list of the varsity athletes in your class and a request to indicate where they stand, even if they are not in danger of failing. Academic Services for Student-Athletes pays close attention to the academic performance of the varsity athletes. They provide free tutoring for any athlete who requests it and mandatory advising and tutorial sessions for those athletes who are having academic difficulty. Please comply with these requests as well, for these reports help our athletes succeed academically.

Final Grades

Final Grade Submission Instructions
1. Log into insideND.
2. Go into the Faculty Services Channel found on the Academic tab and find the link to Final Grade Submission. Click on it.
3. Select the current semester by clicking submit.
4. Choose the class you want to grade by using the drop down box. The drop down box will list only the classes for which you are listed as an instructor.
5. Press submit. (The result will be your class list.) You may need to scroll down or click on the next record set to view additional students.
6. Click on the drop down arrow for each student to see the eligible grades.
7. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.
8. Press “Submit” often to save the grades you have entered.
9. Continue entering grades until each student has been assigned a final grade.
10. Press submit before moving on to the next page (record set) if applicable. NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.
11. If you have another class to grade, click on the “CRN link” at the bottom of the page and repeat steps 1-10.
12. When you have finished grading and you have pressed “submit” to save the grades entered, close the browser by clicking on the “X” in the upper right corner of the screen.

For additional grading information and an on-line demonstration of the grading process, please view the Grading Tutorial in the “Faculty and Department” box at http://registrar.nd.edu. If you have questions, please contact the Office of the Registrar at 574-631-6488 during business hours or e-mail Jennie Brackett at jbracket@nd.edu.
Final grades must be submitted to the Registrar within 72 hours after the final exam period ends. **It is imperative that you submit your grades on time.** At the end of each semester, grade reports are sent to the deans, department chairpersons, hall rectors, Office of Financial Aid, and students, by request (*Academic Guide*). Within two days after grades are due, the Registrar's Office sends to the deans a list of students who are in academic trouble and may be subject to academic probation or dismissal. Normally, we have a fair number of students who are borderline, and whose academic status for the following term is in question. If the borderline students are missing a grade, the Office for Undergraduate Studies cannot take any academic action, or provide students with a sense of where they stand. Students, especially at the end of fall term, need to make plans for the forthcoming term. So, please, remember to submit your final grades on time!

**Grade Changes**

Once the announced deadline for grades arrives, the Office of the Registrar will roll the grades you have entered to the students’ records. A “Y” will appear in the “Rolled” column. Once that occurs, grades can no longer be adjusted on-line. A grade once reported should not be changed except for *bona fide* error on the part of the instructor in making or calculating the grade. Any grade change, including a written explanation for the grade change, must be made by the instructor on the *Academic Grade Change* form and must be approved by a dean of the student's college.

**How to correct a mistake:** If you discover that you made a mistake in calculating a student's grade after you have submitted the final grade report, you can correct your error by submitting an *Academic Grade Change* form. Simply indicate on the form what grade you originally assigned, what the new grade is, and the nature of the mistake. The most common mistakes are mathematical errors in grade calculation, and these are easy to correct.

You can obtain an *Academic Grade Change* form in the Office for Undergraduate Studies, or in your departmental office.

**1. Unacceptable reasons for changing a grade.**

A student's grade cannot be changed on the basis of work received after the term has ended. There is no incomplete grade for undergraduates, and the final grade must be based on work received before the term ends.

We do not change grades for students on academic probation or subject to dismissal. Students in academic trouble often try mercilessly to have professors change their grades in an effort to avoid dismissal or to return to academic good standing. The Office for Undergraduate Studies, however, will not process a grade change form for any student who is not in good academic standing.
2. Word of advice.

Any time you are asked to review a student's work and change a grade, you may want to tell your student that you'll think about it for a day or so. It can be difficult to make a non-pressured decision with the student in your presence. Buying yourself a little time will insure that you are making a good decision based on the work and that you are not reacting to student pressure.

3. Ask for help.

If you are uncertain whether you should submit a grade change, or if you feel you are being pressured by a student or by parents, call the Office for Undergraduate Studies. We will be happy to talk with you and help you deal with the situation.

The X Grade

There is no grade of incomplete (I) for undergraduates, but there is a provision for handling emergency situations that result in incomplete work at the end of the term, such as serious illness or death in the family. In such cases, the student can petition for a grade of "X." After we have verified that the situation warrants an X grade, both the faculty member and a dean must sign a form granting permission for the X grade. The faculty member must submit the form to the deans in the Office for Undergraduate Studies. This is audited by the Registrar’s Office.

The X grade allows the student a maximum of 30 days into the next regular term (i.e., fall or spring but not summer) to complete the remaining work. The faculty member must submit an Academic Grade Change form to change the grade from “X” to the new grade by the 30th calendar day after the term begins. If the grade change form is not submitted by the 30th day, the Registrar's Office changes the grade from “X” to “F”. (Academic Code, Article 18.1)

N.R. Grades (Not Reported)

If a faculty member fails to submit a grade for the student, the Registrar's Office records the grade as "NR" or "not reported." An unreported grade may also appear on the student's record as "F*". The unreported grade is averaged into the student's record as an F, with 0 quality points.

If you are unsure whether a student on your grade sheet is actually registered in your course or not, or if you think a student listed has dropped the course, please call the Office for Undergraduate Studies. Please do not assume that the name was mistakenly placed on the grade sheet. If there really is a mistake, we need to contact the student and the Registrar's Office to correct the problem. Failure to report a grade usually creates more problems than it solves, so please help us resolve the uncertainties up front.
Teacher Course Evaluations (TCEs)

The TCE, a University-wide instrument by which all students evaluate their courses and teachers, has been in place since 1970. A revised form was adopted by the Academic Council and first used in Fall 1997. All faculty and instructors designated by the chair of the department in which their course is taught are required to administer teacher course evaluations for that course. If you have any questions about TCE administration, call Cyndi Belmarez at 631-5425 or Cynthia.L.Belmarez.1@nd.edu.

The TCE can be a useful source of information about how to effectively evaluate and rectify teaching styles. Ongoing research examines the relationship between student evaluations and a variety of other factors. Results of this research are posted at http://www.nd.edu/~instres/TCE.

The TCE Administration Period is the last eight regular class days for each semester as determined by the University's Academic Calendar, which is provided by the Office of the Registrar. Please help us provide faster feedback to you by administering the TCE earlier than the last day of class. Studies indicate that the time at which TCEs are administered during the last few weeks of the semester does not materially affect student responses.

The TCE envelope you will receive near the end of the semester will include Instructor instructions, Designated Student instructions, TCE scan sheets for each student in the course and a sheet of open-ended essay questions for each student.

A TCE Instructor Report will be generated from the TCE scan sheets for each course and will be available about 2 weeks after the TCE Administration Period ends. The Reports will be available on-line at http://www.nd.edu/~instres/TCE after you have turned in your class grades. The open-ended essay sheets for classes numbered below 50000 are sent back to the instructor approximately three weeks after the TCE Administration Period ends. For courses numbered 50000 and above, the essay sheets go to the Provost's Office where they are transcribed. The transcription is sent to the instructor and the original is destroyed. Although your chair and your Dean will be able to see your TCE Instructor Reports, they will never see the open-ended essay sheets unless you show them. The essay sheets you receive are the originals and no other copies exist, therefore, it is a very good idea to keep a copy of these responses, as you may use them both, for your edification and also to supplement your packets for review or tenure.

College Teaching Awards
The College of Arts and Letters has two categories of teaching awards: The Fr. Sheedy Award for Excellence in Teaching and the Kaneb Teaching Award.

**Fr. Sheedy Award for Excellence in Teaching**

The Sheedy Award, named after a former dean of the College, is presented annually to a member of the teaching and research faculty in Arts and Letters for excellence in teaching.

The first stage in the selection process is the nomination. Nominations are solicited from all faculty and students. The announcement of the nomination process is circulated through fliers posted on campus and through announcements in the Observer. An announcement is also sent to chairpersons, who review teaching in their departments on an annual basis.

**Kaneb Teaching Award**

The University has received a generous gift from John A. Kaneb to recognize excellence in teaching at Notre Dame at the undergraduate level. Kaneb Teaching Awards seek to recognize tenured faculty who have consistently demonstrated outstanding teaching and who have contributed significantly to Notre Dame’s undergraduate teaching mission over time. The annual Kaneb awards underscore the breadth and depth of excellent teaching at Notre Dame.
IV.

Logistics and Faculty Support
University Libraries of Notre Dame - Theodore M. Hesburgh Library  
http://library.nd.edu

Most major collections fall under the auspices of the University Libraries system which includes the Hesburgh Library and the following branches: Architecture Library, Art Image Library, Business Information Center, Chemistry/Physics Research Library, Engineering Library, Kellogg/Kroc Information Center, Kresge Law Library, Life Sciences Research Library, Mathematics Library, and Radiation Laboratory Reading Room.

**Hesburgh Library Hours: (Fall and Spring Semesters)**

- Monday – Friday: 7:30 a.m. – 2:00 a.m.
- Saturday: 9:00 a.m. – 2:00 a.m.
- Sunday: 10:00 a.m. – 2:00 a.m.

For a complete list of hours for all branches and service points, please see [http://www.library.nd.edu/about/hours/index.shtml](http://www.library.nd.edu/about/hours/index.shtml).

The **Reference Desk**, located on the first floor of Hesburgh Library, offers assistance in all facets of library use: suggesting sources for information on various subjects, assisting in the use of reference tools, assisting in the use of the on-line catalog, and supplying specific factual information. For further information, please contact the Hesburgh Library Reference Desk at 631-6258 or by chat or email at [http://www.library.nd.edu/reference/asklib/](http://www.library.nd.edu/reference/asklib/).

**Library Instruction** for undergraduates, graduate students, and faculty can be arranged through the Coordinator of Library Instruction. Sessions are taught by a librarian and may range from fundamental search and catalog skills to subject specific database guides. Classrooms are equipped with wireless laptop computers for active learning activities. Contact Cheri Smith at [csmith@nd.edu](mailto:csmith@nd.edu) or (574) 631-4271 for information on topics that can be covered in library instruction sessions.

The **Renner Audio-Video Center**, located on the second floor of the Hesburgh Library, provides an extensive collection of over 12,200 audio and video recordings for class assignments and leisure viewing or listening. The **audio collection** includes both music and the spoken word, while the **video collection** contains documentaries and classic English and foreign language films. For further information, please call 631-7438.

**Electronic Resources**

**Library Catalog:** The online catalog is accessible from Notre Dame's home page ([www.nd.edu](http://www.nd.edu)). Choose "Libraries" then "ND Catalog." Direct access is also available from the University Libraries home page [http://www.library.nd.edu/](http://www.library.nd.edu/).

**Subjects:** ([http://www.library.nd.edu/subjects](http://www.library.nd.edu/subjects)) This is a list of subjects with pointers to information resources and the name and number of the librarian to contact for assistance with information on that particular subject.
**E-journal Locator:** For quick access to full-text articles and journals, the e-journal locator is available at
[http://www.library.nd.edu/eresources/find_journals/092706BU/all_journals.shtml](http://www.library.nd.edu/eresources/find_journals/092706BU/all_journals.shtml)

**Electronic Forms** for services such as: Ask A Librarian, InterLibrary Loan, and Reserves are available at [https://www.library.nd.edu/services/forms/](https://www.library.nd.edu/services/forms/).

**Library Services for Faculty**

**Faculty Borrowing Privileges:** Books are loaned to members of the Notre Dame and St. Mary's faculties for one year (due Oct. 1). They are subject to recall at any time. If you do not wish students to have access to your name and phone number from the library (to ask for a return of a book), please request a privacy hold on your name at the Circulation Desk. You will then receive a notice for return via e-mail or campus mail and the return date may be sooner than two weeks by the time you receive notice.

Books may be renewed by e-mail to library.circ.1@nd.edu. Bound periodicals are loaned for two days. Unbound journals in the Periodical Room do not circulate outside Hesburgh Library. To borrow an item, present the item and your identification card at the Circulation Desk.

**Interlibrary Loan**, located on the first floor of Hesburgh Library, is responsible for securing from other libraries books and articles not owned by the university libraries. Allow a minimum of two weeks for delivery of materials. Photocopies can be sent to you electronically as PDF files or as hard copy via campus mail. [http://www.library.nd.edu/ill/](http://www.library.nd.edu/ill/).

**Document Delivery** is also available to all Arts & Letters departmental offices. An electronic form to request materials is available at [http://www.library.nd.edu/docdel/index.shtml](http://www.library.nd.edu/docdel/index.shtml). Materials may now be directly requested for Interlibrary Loan from the database titled WorldCat. For more information call 631-9832.

**Course Reserves:** The Reserve Book Room on the first floor of the Hesburgh Library works in cooperation with the teaching faculty to make required reading materials for class assignments easily accessible to students. Faculty members may place personal or library copies of books, articles, etc. on reserve. The Reserve Book Room adheres to copyright laws for articles and excerpts from books. Electronic reserves are also available. For additional information, please contact the Reserve Book Room at 631-7578 or visit their website at [http://www.library.nd.edu/reserves/index.shtml](http://www.library.nd.edu/reserves/index.shtml).
Design, Copy & Logistic (DCL) Services

The College of Arts and Letters - Design, Copy & Logistic (DCL) Services maintains three locations:

- 301 O’Shaughnessy Hall 631-5632
- 235 Decio Faculty Hall 631-6672
- 924 Flanner Hall 631-7458

The DCL Services Organizational Chart:

All DCL Services locations have office hours from 8:00 - 5:00 p.m. (open during lunch), Monday through Friday during the school year. Summer hours are 8:00 - 4:30 p.m. (open during lunch). If you have any questions, please contact Linda Lange, Supervisor in 301 O’Shaughnessy Hall at 631-7974 or via e-mail at Linda.S.Lange.4@nd.edu.

Free Pick-up and Delivery Service: DCL Services offers free Pick-up and Delivery Services twice daily for all campus locations. The first pick-up/delivery is around 10:00 a.m. and the second pick-up and delivery is around 2:00 p.m. Call 631-5632 for pick-up service. Please provide your name, location (room and building), phone number, department and a description of what is being picked-up. If you would like to see a sample of the job prior to completing production, we will do our best to deliver it the same day (i.e., send a file via e-mail and the sample will be delivered by 2:00 p.m. the same day).

Mail: All departmental and faculty mail (direct mailing address to the appropriate department) is delivered to the departmental offices through DCL in 301 O’Shaughnessy Hall. Our intercampus mail is delivered around 8:00 a.m. weekdays and first class and warehouse packages are delivered after 10:30 a.m. weekdays. Intercampus mail is delivered again in the afternoon around 1:00 p.m. For your convenience, stamped mail is picked up throughout the day in the departmental offices in the O’Shaughnessy facility.
**Class Handouts:** Class handouts are usually processed within a few hours upon submission; however often duplication can be completed while you wait. Projects submitted during the first two weeks of the semester may require more time to process. Please note on your order form **what time** you need the copies and the **day** (Monday through Friday), and the DCL staff will have your copies ready for your class. Please be realistic about requested timeframes keeping in mind that other professors may have submitted copy jobs ahead of yours. For larger jobs, speak to one of the DCL staff members to ascertain when your job will be completed. Exams may require additional time. To expedite your copy jobs, e-mail your order to any of the three DCL locations with your document or graphic image attached including specific instructions, such as: Is it a **Personal** job or will it be charged to a **Department** or a **Discretionary Account** (provide appropriate FOAPAL number), number of copies, B/W and/or Color, one- or two-sided, paper size, color paper/cardstock, transparencies, etc.. E-mail addresses for the DCL locations are:

- **301 O'Shaughnessy Hall:** copy301@nd.edu
- **235 Decio Faculty Hall:** deciocr.1@nd.edu
- **924 Flanner Hall:** FlanCopy@nd.edu

**Course Packets:** All DCL Services locations produce the course packets which includes processing copyright clearances and forwarding the packets to the ND Hammes Bookstore to be sold to the students. DCL does not have a deadline to turn in course packets for your classroom use; we continue to accept them no matter how late they come in. It is essential that you allow enough time for duplication and processing through the Bookstore. You may pick up a pamphlet entitled, “Course Packet Preparation Instructions” at any of the three DCL locations or contact Linda Lange to have the file e-mailed to you for more detailed instructions.

**Scanning:** The DCL locations in 301 O'Shaughnessy Hall and 235 Decio Faculty Hall can scan photos, images, and text in color and black/white as .tif, .jpg, or .pdf files. They can be printed and saved on a CD (you may provide a CD or we can charge you $1.00 for a CD), or you can have the file e-mailed to you directly (if the scanned file is not too large).

**Faxes:** All DCL locations are equipped with fax machines for your convenience. If you receive a fax, the location that receives your fax will notify you or your department. The fax numbers for the locations are:

- **301 O'Shaughnessy Hall**  574-631-4268
- **235 Decio Faculty Hall**  574-631-8209
- **924 Flanner Hall**  574-631-8700

**OTHER SERVICES OFFERED:** Special Projects…Contact Linda Lange
- Quality Color and Black/White Copies
- Quality Course Packets with Printed Page Numbers and more
- Processing of Copyright Permissions for Copies and Packets
- Quality Color and Black/White Transparencies
- Printed Tabs/Dividers in Color or Black/White
- Laminating from Business Card Size to 11” x 17”
- Printing and Designing of Certificates
Cutting up to 18” of Paper and Cardstock Thickness  
Heat-binding with Printing  
Comb/Spiral-binding  
Graphic Designing on Course Packet Covers  
Printing and Designing of Event Posters  
Printing and Designing of Brochures (Tri-fold and Bi-fold)  
Printing and Designing of Pamphlets  
Invitations with matching envelopes  
CD Labels and Case Covers

Faculty Typing Services: Typing services for Arts and Letters faculty are provided at no charge to your department. Cheryl Reed, typist, is located in Room 232 Decio Faculty Hall. Cheryl can type letters on department letterhead with specified envelope size (i.e., letters of recommendation, but not personal letters), forms, resumes, manuscripts that include tables, footnotes, etc. (allow one week or longer for completion, depending on Cheryl’s workload, and the size and details of document). Cheryl can also type book manuscripts that are "camera-ready book" (instructions from the publisher). She can scan text documents into .pdf files and also convert .pdf files into a MSWord document for text-editing purposes. You may contact Cheryl Reed at 631-7746 or e-mail her at Cheryl.A.Reed.9@nd.edu. If you have other typing needs or other faculty support needs, please contact Linda Lange, Supervisor at 631-6672 or Linda.S.Lange.4@nd.edu.

Book Orders through Hammes Notre Dame Bookstore (631-7828)

The Bookstore highly recommends faculty use the on-line service for textbook ordering. You can access the web site by going to the ND home page "popular sites" drop down menu and choosing "bookstore" or by going to http://www.ndbookstore.com. Please select Faculty Services. The faculty password to get started is "700". If you have not used this service before, the store encourages you to experiment with the web site. Once you have submitted your order of course materials, you will receive an immediate e-mail acknowledgment. Orders can also be placed via campus mail; e-mail: Robert Thomson (rthomson@nd.edu) or Rose McMahon (rmcmahon@nd.edu); fax 631-6058; and phone 631-7828.

Ordering early makes the process easier for everyone. The ballpark due date for book orders is around mid-October for each spring semester, mid-March for each summer term, and mid-April for each fall semester. The Bookstore staff is extremely busy the first few weeks before classes begin. Although they will do everything possible to obtain books quickly, they cannot guarantee that late orders will arrive in time for the beginning of classes. Desk copies should be ordered directly through the publisher. The Bookstore can provide the phone numbers of the publishers.

The Bookstore will notify the instructor of any problems with text acquisition and will send a copy of the shelf tag with the status of each book before the beginning of classes each semester via campus mail.
Course Packets from Hammes Notre Dame Bookstore

You may obtain copyright-cleared course packets through Tichenor Publishing. Forms and instructions can be found at: http://www.tichenorpublishing.com/forms.html. Please submit a copy of the materials and the order forms directly to the bookstore. In some instances where copyright-clearance is not needed or you have already obtained permissions to reprint, course readers can be produced on campus and sold at the bookstore through Design, Copy & Logistics (DCL) Services, 301 O'Shaughnessy Hall 574-631-5632 (office) 574-631-4268 (fax).

Arts and Letters Computing Office (ALCO) (631-7021)

The Arts and Letters Computing Office (ALCO) is available to assist Arts and Letters faculty and staff with their technical needs and questions. The main office of ALCO is located in 234 Decio and is open from 8am-12pm and 1pm-5pm, Monday - Friday (631-7021).

Office of Information Technologies (631-5600)

http://oit.nd.edu

The Office of Information Technologies (OIT) is the central organization that supports enterprise-wide computing on campus. The OIT provides the products and services that you will use every day to complete tasks related to your teaching, research and other professional activities.

Setting Up Your Computer Account (NetID)

The OIT uses an automated account management system to create unique NetIDs for all new faculty, staff and students, using a combination of the individual’s legal name plus a number. New faculty can activate their NetID and password online at accounts.nd.edu/activation. Before you activate your NetID and password, you must read the Responsible Use of Information Technologies at Notre Dame policy and answer several questions.

The account management system also creates three unique e-mail aliases. Faculty and staff may configure up to five additional vanity or preferred e-mail aliases that differ from the system generated aliases. More information is available at oit.nd.edu/email/personalized_aliases.shtml.

Computer Security

The University’s security website at secure.nd.edu has a wealth of information about how to protect your computer from viruses and spyware, what to do if something goes wrong, and links to security policies and standards. Become familiar with the policy on Responsible Use of Information Technologies at Notre Dame, on the Web at oit.nd.edu/policies/ruo.shtml.
Classrooms with Technology

The OIT supports and maintains over 120 technology-enhanced classrooms across campus, with 77 rooms in DeBartolo Hall alone. Technology-enhanced classrooms feature ceiling-mounted LCD projection, VHS and DVD playback devices, laptop connection points, and a user-friendly A/V control system. Lecture-style classrooms include a lectern computer, while seminar rooms are laptop-ready. The OIT offers a classroom support ‘hotline’ (631-8778) with technicians responding immediately to in-room technical problems.

Computer Labs

The Office of Information Technologies (OIT) supports six public access computing labs campus-wide. These computing labs feature approximately 400 computers running Macintosh, Windows, and Linux operating systems, software used in courses, and high-quality printing for all students, faculty, and staff. Faculty may reserve a computer lab for a class meeting. Go to oit.nd.edu/labinfo to learn more about equipment in computer labs, hours of operation, and contact information.

The College of Arts and Letters also provides a faculty computer lab in 151 Decio Hall.

Help Desk

The OIT Help Desk is located in Room 128 DeBartolo Hall. Trained support technicians answer questions and guide Notre Dame computing users in diagnosing and resolving problems by phone, e-mail, and in person. Help Desk hours are Monday through Friday 8:00 a.m. – 5:00 p.m. (closed Wednesdays from 12:00 p.m. – 1:30 p.m.). During the academic year when classes are in session, the Help Desk offers additional phone support hours. The Help Desk also provides support through an online knowledge base where members of the Notre Dame community can obtain answers to known computer problems, enter a question for OIT staff to address, or verify the status of problems they have submitted to the Help Desk. Contact the Help Desk at 574-631-8111 or by sending e-mail to oithelp@nd.edu. For more information about the Help Desk, see oit.nd.edu/helpdesk.

The Notre Dame Computer Store and Service Center

Faculty, staff and students can purchase computers, printers, software and other computer accessories at Notre Dame’s on-campus computer store (go to oit.nd.edu/store), located in Room 103 Information Technology Center. Educational discounts are available for many products. The ND Computer Store also operates the Service Center, a fee-for-service repair facility, open to faculty, staff, and students of the Notre Dame community. The Service Center (see oit.nd.edu/support/service) offers vendor-authorized warranty repairs on Apple, Dell, Gateway, and IBM computers, and various printers and peripherals. Non-warranty service is available, and is not limited to these product lines. The Service Center is located in Room 102 ITC.
Course Management Services

Concourse (formerly WebCT Vista) is Notre Dame’s course management system. Concourse helps faculty use a Web site to enhance face-to-face class meetings by providing tools for structure, interactivity, and management. Many faculty members use Concourse to distribute student grades securely and privately, publish syllabi or other material, assign a reading list, establish an on-line discussion, administer a quiz, or conduct a survey. You can access information about Concourse online at insideND (Academic & Student Academic tabs) or at oit.nd.edu/course_mgmt.

Courseware provides a means for sharing files between faculty and students. Faculty can place files into directories and regulate how students access the files. Faculty must request that a courseware folder for each class and section be activated. The Courseware space is accessible via WebFile from any Web browser.

More information about course management services, including training and course mailing lists, is available at oit.nd.edu/course_mgmt.

On-Line Documentation

The Office of Information Technologies provides documentation to assist computer users. Topics include both Notre Dame specific information and more general applications. The documents provide introductory, training, and reference materials for commonly used computer products on campus. These documents are available at no charge to members of the Notre Dame community. To access on-line documentation (NetID and password required), go to oit.nd.edu/training/documentation.

Computer Training

The OIT offers technical training opportunities for faculty, staff, and students through a variety of training options. To find the training that’s right for you, go to oit.nd.edu/training. You can browse the schedule and register (NetID and password required) for training classes using Notre Dame’s registration system for non-accredited courses at iLearn@nd.

Listserv Discussion Lists

At Notre Dame, faculty and administrators may use e-mail Listserv discussion lists to communicate with students. Listserv lists are an automated e-mail distribution system wherein anyone subscribed to the list automatically receives e-mails sent to that list. The OIT automatically generates a Listserv list for every class and section. The subscribers and owner are automatically updated every night with information from the Registrar's Office. To determine the Listserv list address for your course, go to learning.nd.edu/list. More information on Listserv lists is at listserv.nd.edu.
Reserving Classrooms

The following website outlines Classroom Request Information for Faculty including how to reserve a classroom: [http://registrar.nd.edu/classroomrequests_faculty.shtml](http://registrar.nd.edu/classroomrequests_faculty.shtml). This site includes information on how to request a particular room, request specific equipment, and lists very helpful FAQs. If you have questions, call Room Requests in the Registrar's Office at 631-5133. If you need equipment in addition to what is installed in the classroom, please contact the OIT's Classroom and Event Services group at 631-9181.

To reserve a conference room contact Linda Brady in the Dean's Office at 631-7085 or e-mail a request to aldean@nd.edu. The following rooms are available through the Dean's Office: 119 O'Shaughnessy, 131 Decio, 330 Decio, 351 Decio, 451 Decio and Decio Commons.

Room reservations for meetings outside of normal class times (i.e. guest speakers, study sessions) must be requested on-line at [http://classrooms.nd.edu](http://classrooms.nd.edu). For the following services within DeBartolo, please contact Sheila Adkinson, the DeBartolo Building Manager, in 104 DeBartolo, at 631-8773: room temperature control, locking and unlocking classrooms, opening and closing of DeBartolo, special classroom issues (ex: physical setup, equipment, access), lighting needs, lost and found, and weekend activities. For the following services, please contact OIT’s Classroom and Event Services group at 631-9181: technical assistance with in-class equipment during class (VCR, projector, computer hardware/software). For equipment requests or to schedule a time for training or computer testing prior to class, please call 631-6423.

Classroom Scheduling

Availability of classrooms has become a problem in the last year, so be sure you follow set class times. Classes are assigned to classrooms based on the needs of the professor, the type of classroom preferred (lecture, seminar, etc.), and the best use of general use classroom space considering all classes taught during a given semester. Classes which meet at standard class times are assigned classrooms ahead of classes that meet at non-standard times. Every effort is made to allow an instructor teaching "back-to-back" classes to remain in the same building. If a classroom is unsatisfactory, a change of room can sometimes be accomplished depending on classroom availability. Any change of a meeting location for classes must be coordinated with the Classroom Management Specialist in the Office of the Registrar. Classrooms used for class meetings outside of the normal meeting times are submitted on-line at [http://classrooms.nd.edu](http://classrooms.nd.edu). This does not include the scheduling of departmental and/or final exams. These will be scheduled by the Office of the Registrar. For additional assistance call 631-5133 or e-mail roomreq@nd.edu. Go to the following web site for more information: [http://registrar.nd.edu/classroomrequests_faculty.shtml](http://registrar.nd.edu/classroomrequests_faculty.shtml).

Any classroom use which is outside of the requirements or activities of a class must be scheduled with the Center for Continuing Education (CCE).
V.

Additional University Resources for Faculty and Students
Institute for Scholarship in the Liberal Arts (ISLA)

The goal of the Institute for Scholarship in the Liberal Arts (ISLA) is to help build, sustain and renew a distinguished faculty in the arts, humanities and the social sciences, and to enhance the intellectual life on campus. To accomplish these goals, ISLA provides grants for faculty research, travel to international conferences, curriculum development, speaker series/conferences, publication subventions and miscellaneous research expenses. In addition to providing seed money for projects, ISLA can also assist with long-term planning beyond its own funding.

Additionally, the Institute is the College's clearinghouse for information, advice, and assistance in finding and obtaining grant funds from public or private agencies for any academic purpose. Institute staff assist faculty in several ways: advising faculty regarding the content of grant proposals; assisting in the preparation of proposal budgets; providing comments on draft proposals; and ushering proposals through the administrative review process. In support of this effort, ISLA maintains a grant reference library that includes computerized grant search databases and hosts several grant proposal workshops during the year.

The Institute offers a variety of other faculty development support such as assistance with publicity for scholarship and events, workshops on academic writing and publishing with an academic press, and now also keeps a calendar of events up-to-date, and assists with conference and lecture series planning. For more information, call (574) 631-7531, stop by the Institute office located in 101 O'Shaughnessy Hall, or visit the website at http://isla.nd.edu/.

Undergraduate Research Opportunity Program (UROP)

The Undergraduate Research Opportunity Program enhances undergraduate education by providing financial support to students who wish to engage in independent research, creative projects, or the presentation of their own research at conferences. Students may independently design their project or propose a project related to some aspect of the research of a supervising faculty member. In either case, a regular faculty member (T&R or SPF) from the College of Arts and Letters must endorse the proposal and supervise each project.

Participation in the Undergraduate Research Opportunity Program is an intense educational experience that exposes students to the entire process of research - from writing the proposal, conducting the research, and analyzing data - to bringing the project to closure in the form of a written final report. A satisfactory project must be consistent with the standards of good scholarship. It should give evidence of a sophisticated grasp of, as well as an effective approach to, a problem. The project should involve some new data or information, an original viewpoint, a new synthesis, the application of a new technique and/or the use of a new method of analysis.
Eligibility

All students in good academic standing pursuing an undergraduate degree in the College of Arts and Letters are eligible for participation in the Undergraduate Research Opportunity Program. UROP awards are available to students in all areas of research and creative work in the College of Arts and Letters. Students with only a minor in the College of Arts and Letters can apply if the faculty supervisor is a member of the College.

Graduating seniors in their final semester of school are eligible to participate in the Undergraduate Research Opportunity Program, but must submit their proposals before their final semester actually begins. For summer funding, priority is given to juniors, although projects from sophomores and graduating seniors will be considered.

Grants

Students may apply for the following 5 types of grants.

1) Interim Individual Research and Materials Grants. These support research or creative projects by individual students to a maximum of $1,500. This grant category is for research conducted during the academic year, and applications for this funding may be made at any time during the academic year. To apply, students submit proposals describing the nature of the research or creative work. Proposals must be accompanied by a letter of endorsement from supervising faculty member.

2) Interim Research and Materials Team Grants. These support undergraduate participation in projects that include two to six undergraduates on the research team to a maximum of $1,500 per undergraduate. This grant category is for research conducted during the academic year, and applications for this funding may be made at any time during the academic year. To apply, students must select one member of the team to be responsible for communication between ISLA and the research team, and the proposal identifies this individual as the designated contact. The research team submits the proposal describing the nature of the research or creative work. The proposal must be accompanied by a letter of endorsement from the supervising faculty member. At the completion of the project, each member of the research team must submit a report to the ISLA office describing his or her participation in the project.

3) Summer Research and Materials Grants support research or creative projects by individual students (to a maximum of $1,500) conducted during the summer.

4) Summer Fellowships support research or creative projects being carried out by individuals during the summer (there are no team fellowships). These awards provide a stipend ($1,200 per month / $300 per week after tax for up to three months) to allow students to concentrate full time on their research. To apply, students submit proposals describing the nature of the research or creative work. Proposals must be accompanied by letters of endorsement from the supervising faculty member.

5) Joint Summer Fellowships – combine grants 3) and 4). The budget for Joint Summer Fellowship Applications cannot exceed $5,100.00 in total, but this can be arrived at via any appropriate combination of stipend and materials costs.
For Research and Materials Grants (1-3): Please itemize your expenses, including equipment, supplies, computer services, library or laboratory fees, photocopying, telephone, postage, travel, and the like. Please justify the need for each expense.

For Summer Fellowships and Joint Summer Fellowships (4-5): Please list and justify the number of months requested for the fellowship and the total amount requested ($300 per week, after tax, for a maximum of 12 weeks).

Application Deadlines

Interim Research and Materials Grants - Individual or Team (1-2). There are no fixed deadlines: you can apply any time during the Fall or Spring semesters for research to be conducted during those semesters. Please submit a single hard copy of your application to the ISLA office. Applications will be evaluated as they are received. Grants will be announced within three working weeks of the date of application.

For Summer UROP Funds (3-5) - The deadline is March 10, 2008, by 4:00 p.m. Please submit three hard copies of your application.

Learning Beyond the Classroom Grants

Learning Beyond the Classroom Grants (formerly known as the Undergraduate Intellectual Initiative) provide funding to faculty and students in support of cultural excursions, travel to conferences, and other activities aimed at enhancing teaching and student learning beyond the classroom. There are two types of grants: Interim LBC grants and annual LBC grants. Students are eligible only for Interim LBC grants; faculty are eligible for either Interim LBC grants (up to $5,000) or annual LBC grants (above $5,000). Applications are available in the Office for Undergraduate Studies and on-line at:

(http://al.nd.edu/resources-for/undergraduates/research/learning-beyond-classroom).

Class Trips

A student group, if accompanied by a faculty member, may take trips if the purpose of the trip is to further the students’ academic training in the particular course. Such trips must be approved by the group's faculty advisor, the chairperson of the department which offers the course, and the Dean of the College. With evidence of these approvals, each student is responsible for seeking clearance from his or her other professors whose classes would be missed because of the trip. Field trips may never be taken after the first day of the last month of the semester. (Academic Guide)

If you are planning such a trip, you need to ask your students to sign a waiver. To obtain the appropriate waiver, contact the Office of Risk Management at 631-5037 and ask for a waiver and release of liability form. The Office of Transportation Services (www.transportation.nd.edu) rents cars and vans to students, faculty, and staff to use for University business. For more information call 631-6467.
Funding may be available for class trips through the Learning Beyond the Classroom Grants. Requests for funding may be presented to the Associate Dean of Undergraduate Studies in the Office for Undergraduate Studies, 104 O’Shaughnessy, 631-7098.

If you would like to take students **overseas**, please refer to the section entitled *University Policy on International Travel Involving Undergraduate Notre Dame Students* on page 62.

**“Table Talk” - Subsidies for Entertaining Students**

The purpose of this subsidy is to encourage interaction between undergraduate students and faculty in a relaxed social setting. It is important for students to view faculty as approachable.

The fund is designed to assist faculty with the costs of entertaining students in their homes where there will not be interruptions from other students or groups. Sharing a meal in a home builds meaningful relationships. Therefore, we urge faculty and TAs to entertain in their home if at all possible.

The subsidy is not intended for bringing treats into the classroom at the end of the term, however. As much as we all like to be treated, using the subsidy in this way neither allows the students interaction with us in another venue, nor affects future interaction within that class.

Because studies show that interaction **early in the term** has more positive results, we offer the following reimbursement amounts.

<table>
<thead>
<tr>
<th>Total number of students</th>
<th>Before mid-semester break</th>
<th>After mid-semester break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 25</td>
<td>$80.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>25-45</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>46-70</td>
<td>$125.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>71+</td>
<td>$150.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Subsidy requests are limited to two per term.** The *Table Talk Request* form is attached to the *Travel and Expense Report* form. The Accounting Office demands receipts, and your signature on a *Travel and Expense Report* form. Any request submitted without a *Table Talk Request* form, receipts, and a signed *Travel and Expense Report* form will be returned to you.

*Table Talk* forms (and the attached *Travel and Expense Report* form), can be picked up in the Arts and Letters Office for Undergraduate Studies in 104 O’Shaughnessy Hall. Any request that is more than 120 days old will be taxed and the amount reimbursed will appear as income on your W-2. Reimbursement will be made as a direct deposit to your account at your bank or credit union by the Accounting Office. Reimbursement usually takes two to four weeks. You will receive an e-mail from the Accounting Office just prior to the deposit.
Meal Tickets

Tickets are available to faculty members who wish to join their students for breakfast, lunch, or dinner in either the North or South Dining Hall. The tickets may be obtained, at no charge, in 104 O’Shaughnessy. There is a maximum number of 5 tickets per faculty member.

The Office for Undergraduate and Post-Baccalaureate Fellowships

The Office for Undergraduate and Post-Baccalaureate Fellowships was created to raise awareness of the intellectual benefits of prestigious scholarship programs and to oversee the administration of the application process. The Fellowships Office serves as the primary contact for most post-baccalaureate scholarship programs, disseminates scholarship information through e-mail, postings, and informational meetings, and establishes and chairs various university selection committees.

The Fellowships Office also mentors students by facilitating interaction between students and faculty, assisting students with personal statements and interviewing skills, and providing information about various academic disciplines. The office has resources including computers for scholarship research and application completion, files on numerous fellowships, and publications outlining scholarships and grants.

Examples of nationally competitive fellowship opportunities include, but are not limited to:

For Undergraduates: Beinecke Scholarship for juniors planning graduate study in the arts, humanities and social sciences; Freeman Award for Study in Asia; Gilman International Scholarship for study abroad; NSEP-Boren Undergraduate Scholarship for the study of languages and cultures critical to national security; Rotary Ambassadorial Scholarship for study abroad; Truman Scholarship for juniors with exceptional leadership potential; and Udall Scholarship for undergraduates with commitment to the fields of the environment, tribal health or tribal governance.

For Graduating Seniors: Gates Cambridge Scholarship for advanced study at the University of Cambridge; Jack Kent Cooke Graduate Scholarship for graduate or professional school; Fulbright Graduate Student Program for study, research or English teaching assistantships abroad; Javits Fellowship Program for graduate study in the arts, humanities and social sciences; Marshall Scholarship for study in the UK; Mitchell Scholarship for study in Ireland; National Science Foundation (NSF) Graduate Research Fellowship for study in science (including social sciences), technology, engineering and math; Rhodes Scholarship for study at Oxford.

More detailed information can be found at the office website at www.nd.edu/~fellows and in the office at 105 O'Shaughnessy Hall. We welcome inquiries and input from interested faculty regarding potential student applicants and mentorship opportunities. Agustin Fuentes (Anthropology) is the Director, and Roberta Jordan is the Assistant Director, phone 631-0372, fellows@nd.edu.
Center for Social Concerns

The Center for Social Concerns fosters civic participation through academic initiatives.

Course Development

The Center offers course development grants to assist faculty and graduate students in incorporating service and community-based research into their courses. Workshops and consultation are available to help faculty link their students with community organizations and with community-centered pedagogy. Faculty members also serve as disciplinary liaisons to a series of Social Concerns Seminars offered through the Center for Social Concerns in collaboration with various departments.

Community-Based Research

The Center facilitates community-based research initiatives that match research needs of organizations and communities off-campus with faculty expertise and scholarship agendas, graduate students and undergraduates. Mini-grants and an award support collaborative research, and an annual dinner highlights creative partnerships that mutually benefit faculty, students, and the community.

Justice Education

Speakers and events arranged by the Center, typically in collaboration with faculty from across the university, focus on current national and international social challenges. The Center facilitated opportunities to assist students to prepare to vote in the last national elections, for example, and to form their views on war in Iraq.

For information about community-based learning and research and other Center efforts, such as the integration of Catholic social thought into courses, contact Mary Beckman, Associate Director for Academic Affairs and Research at 631-4172, or visit the Center website at http://centerforsocialconcerns.nd.edu/.

The University Writing Center

The University Writing Center provides (1) individual tutoring, where students can work on such skills as planning the paper, developing the thesis, organizing the argument, using evidence, and revising the finished product; (2) workshops that introduce students to the genres of writing in different disciplines, for example, writing critical papers in literature or the social sciences; (3) tutorial help on writing the senior thesis; and (4) expert instruction on writing personal statements and applications for fellowships. For more information, contact Connie Mick, Associate Director of the Writing Program, at 631-5578.
The John Kaneb Center for Teaching & Learning

The role of the Kaneb Center within the University's academy is:

• to stimulate reflection about teaching and learning;
• to emphasize that an effective teaching and learning environment is in addition to a locus where relevant facts and concepts are communicated - an interactive forum that allows students to develop a mindset of informed and critical assessment and an ability to respond knowledgeably and articulately;
• to sponsor programs and workshops, presentations, and consultations that highlight the best teaching practices and learning environments and encourage and assist the efforts of Notre Dame's faculty and teaching assistants to nurture and sustain these.

To learn more about the Kaneb Center's services, please visit us in 353 DeBartolo Hall, or contact us at: http://kaneb.nd.edu/, phone 631-9146, e-mail Kaneb@nd.edu.

The Learning Resource Center

The Learning Resource Center provides both reading materials and instructional opportunities for students to increase the efficiency of their learning strategies. The areas in which assistance is provided are: Succeeding in College, Time Management, Test Preparation, Getting Organized, Reading, and ESL Assistance. Printed materials are available on request. Instruction is provided through weekly workshops and through individual consultation.

Students who wish to improve their English language skills—reading, writing, speaking—can arrange for such assistance by contacting Dr. Sandra Harmatiuk. Assistance can be provided individually or in groups. Students can request assistance in grammar review, editing for standard written English (ESWE), conversation (will be done in groups only), speaking English (pronunciation, sentence rhythms), strategies for reading textbooks, and building vocabulary (including recognition of idioms).

There are two full-time staff members in the LRS, located at 227 Coleman-Morse. Sandra Harmatiuk, Director of the Learning Strategies Programs, phone 631-6578, harmatiuk.1@nd.edu, presents several workshops and also provides assistance on an individual basis. Nahid Erfan, Director of the LRC, phone 631-7904, nahid.a.erfan.1@nd.edu, coordinates the tutoring and collaborative learning programs and arranges for students to take special interests tests, which are available to all students. There is no charge for any of the services offered through the LRC. For more information, see: http://www.nd.edu/~fys/lrc.html.

Office of International Studies

The Office of International Studies is located in 152 Hurley Building, phone number 631-5882, www.nd.edu/~ois/.

Notre Dame Programs are located in Fremantle and Perth, Australia; Innsbruck, Austria; Rio de Janeiro, Salvador da Bahia and Sao Paulo, Brazil; Santiago, Chile; Beijing and Shanghai, China; Cairo, Egypt; London and Oxford, England; Angers and Paris, France; Berlin,
Germany; Athens, Greece; Dublin, Ireland; Jerusalem, Israel; Bologna, Rome and Rome ICCS, Italy; Nagoya and Tokyo, Japan; Monterrey and Puebla, Mexico; Moscow, St. Petersburg and Vladimir, Russia; Toledo, Spain; Kampala, Uganda; and Washington, DC. In addition, the School of Architecture sponsors a year-long program in Rome.

Non-Notre Dame Study Abroad Programs

The Office for Undergraduate Studies provides literature and advising for students who would like to participate in non-Notre Dame study abroad programs during the academic year. If a student would like to participate in a St. Mary’s College program, they need to apply for a study leave of absence through Dean Nemecek. This opportunity is reserved for students who would like to study in cities or countries where Notre Dame does not sponsor a program. Students apply for a leave of absence for study abroad from Assistant Dean Jennifer Nemecek in the Office for Undergraduate Studies. For more information, please contact Assistant Dean Jennifer Nemecek at 631-7098.

Administrative and Teaching Opportunities Overseas for Faculty

The Office of International Studies offers the unique opportunity for Notre Dame faculty to teach or work overseas in cooperation with our programs abroad. Positions range from 5-year administrative directors to short term visiting faculty lecturers. The following is a list of overseas positions that are available to Arts and Letters faculty. Please contact the Office of International Studies for more information or refer to the following web site for more details: http://www.nd.edu/~intlstud/services/faculty/opportunitiesrevised011705.pdf

Service and Teaching Assignments
1) Teaching positions in the Undergraduate London Program. 1 semester.
2) Director of Undergraduate Studies for the London Program. 3-5 year position, renewable.
3) Director, Notre Dame London Summer Program. 3-5 year position, renewable.
4) Summer Seminar Leader in Toledo, Spain. Teach 3 week summer course.
5) IES Custom-designed Summer programs. Locations vary.
6) Director of Undergraduate Studies for the Angers Program. 2 year position.

Faculty Development Opportunities
1) Visiting Lecturer in Innsbruck, Austria. 2-5 days.
2) The Naughton Distinguished Visiting Professor in Dublin, Ireland. 1 semester, fall.
3) Organizer of conferences in Innsbruck, Austria. Ad hoc position.
5) Faculty exchange with the University of Bologna, Italy.

In addition, other opportunities may exist within individual Colleges or Institutes. Please see Deans of Colleges, and Directors of Nanovic, Kellogg, Kroc, and Keough Institutes for more details.
University of Notre Dame Policy on International Travel Involving Undergraduate Notre Dame Students

For international travel involving students, the faculty member who is organizing the trip or accompanying the group abroad must obtain from the web site: [http://www.nd.edu/~ois/Faculty/Travel_Policy.html](http://www.nd.edu/~ois/Faculty/Travel_Policy.html) or from the OIS, a Faculty Authorization form for International Travel Involving Notre Dame Students. The completed form must be submitted at least 30 days prior to departure to Dr. Julia Douthwaite, Assistant Provost, 154B Hurley Building. Please visit the web site for further details.

The Career Center

The Career Center provides a broad range of services and resources to assist students and alumni in making a continuum of career decisions and pursuing all types of career options. The office is not a “placement agency” or an “executive search firm,” but rather a team of trained professionals committed to guiding students and alumni in developing life-long career management skills. Director, Lee Svete, and a team of 20 counselors and staff help students explore a wide variety of careers, internships, full-time job opportunities and post-graduate options. Individual services include:

- Career advising appointments
- 15-minute walk-in meetings
- Assessing career interests
- Career exploration resources
- Implementing a career plan
- Preparing resumes and cover letters
- Mock interviews
- Internship and job search strategies
- Alumni job shadowing and networking
- Interview preparation and strategies

The Career Center conducted 4,638 individual student and alumni appointments in 2006-2007. This number includes 2,378 scheduled appointments with Arts & Letters Majors. The Career Center's Arts & Letters team also conducted career services for Arts & Letters students in O'Shaughnessy 2-4 hours each week. Students had access to 5,886 active employers, with nearly 6,500 job and internship postings through Go IRISH, a 24/7 internet recruiting system. More than 9,700 internships postings were available through another database, Internship Exchange. Arts & Letters students also participated in The Career Center's one-credit courses – Career Development Seminar and Professional Development Seminar. These resources and other career information are at [http://careercenter.nd.edu](http://careercenter.nd.edu).

During 2006-2007, The Career Center’s Arts & Letters team members collaborated with various college departments to offer the following programs:

- Arts & Letters Fall Kick-Off
- Careers in Writing and Media Communications
- Careers for Psychology Majors
- Contributions of the Arts & Letters Major to Society, Business, and Global Relations
- Making a Living Making a Difference: Careers for Social Change
- English Career Night
- Alumni Design Conference
- Finding an Internship in Film, Television, and Theater
- International Career Workshop
- Sociology ProSeminar Presentations on Resumes, Graduate School, Internships and Careers
- Opportunities with the Federal Government
- Political Science Career Night
Several annual programs are specifically geared toward bringing employers to campus who are seeking to hire Arts & Letters majors. The largest of these events will be in the Winter of 2008.

**Career & Internship Fair.**

- 171 corporations, nonprofit organizations and government agencies participated
- 1,650 students attended
- 560 students interviewed with 60 organizations the day after the fair
- Attending employers included:

  | The Field Museum         | Hill and Knowlton Public Relations Firm |
  | Church World Service     | Nestle USA                                |
  | Nova Group of Japan      | Starcom Worldwide                         |
  | General Mills            | US Dept of Justice, Antitrust Bureau      |

The Career Center would like to partner with you in collaborative career programming for students in your department. Contact any member of the Arts & Letters Team at 631-5200 or ndcps@nd.edu: Anita Rees, Rose Kopec, Susanne Thorup, Tamara Small, LaTonia Ferguson, and Father Joe Carey.
Medical, Counseling, and Disability Resources
University Health Services (631-7497)

The Student Health Center in Saint Liam Hall is located on the northern edge of campus behind the Administration Building. During the academic year, University Health Services can be reached at 631-7497, 24 hours per day. The Health Center is open 24 hours a day, seven days a week during the academic year.

University Health Services provides comprehensive treatment of illness and injuries to all currently enrolled students, eligible staff and employees with work related injuries. A staff of physicians, registered nurses and patient care assistants provide health care through the ambulatory care clinic and inpatient unit. Additional support services include X-ray, Laboratory, Physical Therapy and an Insurance/Accounts office.

During the academic year, faculty members are welcome to utilize the services of the South Bend Medical Foundation Laboratory and McDonald Physical Therapy & Sports Rehab Center located in Saint Liam Hall with an order from your personal physician. Laboratory work is done on a walk in basis. Appointments for physical therapy can be made by calling McDonald’s main office at 233-5754.

University Counseling Center

The University Counseling Center (UCC) offers professional services to all degree-seeking undergraduate and graduate students of the University. The highly trained staff at the UCC is devoted to assisting college students with navigating their adjustment to college life as well as helping them with their problems and concerns. These concerns might include personal growth and self-enhancement, vocational issues, academic anxieties, interpersonal relationships and social difficulties, depression, substance abuse and addiction, and a number of more severe emotional and psychological problems. Thus, services are offered for a full range of psychological issues. The UCC operates under an ethical code of strict confidentiality. The University Counseling Center is staffed by licensed professional psychologists, a licensed social worker, counselors, a nutritionist, and a consulting psychiatrist.

The UCC also provides consultation to the University community through a service called Warm Line. Warm Line is a non-emergency help line that provides responsive consultation to faculty and staff in their efforts to help Notre Dame students with psychological concerns. UCC offers this service to encourage faculty to think about calling UCC staff when concerned about a student before an emergency arises. The Warm Line number is 631-7336, and is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The faculty member can ask to speak to the next available Warm Line therapist.

Each semester the UCC offers a variety of structured groups and workshops for individuals interested in addressing particular personal concerns or building academic and interpersonal skills. Topics include body acceptance, depression, stress management and relaxation training, eating disorders, performance enhancement, “not the perfect family,” obsessive compulsive disorder, grief, anger management, study abroad/reentry, self esteem, and alcohol/drug abuse. Interpersonal growth groups are also offered for undergraduate and graduate students.
Professional services are usually by appointment and can be arranged either in person or by telephone, but provision is always made for an emergency. Services at the center are offered on a minimal fee scale of $4 per session. Students are offered unlimited credit and can defer payment. If fees still pose a problem, arrangements will be made. There is no charge for the initial appointment. The center is open from 9:00 a.m. to 5:00 p.m., Monday through Friday, and evening appointments until 7:00 p.m. can be made on Tuesdays and Wednesdays during the fall and spring academic sessions.

The University Counseling Center is located on the third floor of Saint Liam Hall, near Stanford and Keenan Halls. For information or an appointment call 631-7336. Twenty-four-hour emergency service is available by calling 631-7336. The UCC web site contains online self-help brochures and tips for making referrals: http://www.nd.edu/~ucc.

**Disability Services (631-7157)**

The University of Notre Dame ensures that qualified students with disabilities have access to the programs and facilities of the University. Federal laws mandate this access* which require post-secondary institutions to provide reasonable, individualized academic modifications for students who have disclosed their disability and have requested accommodations. Examples of reasonable accommodations may include readers, note takers, sign language interpreters, or a modification in the way a student takes an exam. Reasonable accommodations do not lower the standards of a course or alter essential degree requirements. Instead, the accommodation gives students a better opportunity to demonstrate their academic abilities.

The Coordinator of Disability Services is responsible for coordinating reasonable accommodations at Notre Dame. Each request for an accommodation must be handled on a case-by-case basis because of the differences in disabilities and classroom environments. Nonetheless, there are some general principles that must be applied to all requests.

**Disclosure of a Disability and Request for an Accommodation**

It is the responsibility of the student to disclose his/her disability and request an accommodation. Students must provide the Coordinator of Disability Services with information that documents their disability and supports their request. If a student makes a request for an accommodation directly to a faculty member, that faculty member should ask the student for a letter from the Coordinator that verifies the disability and the appropriateness of the accommodation. If the student is not registered with Disability Services, he/she should be referred to the Coordinator to register. This ensures that the student is qualified under the law as having a disability and that the accommodation he/she requested is appropriate for the disability. Faculty should not ask students directly if they have a disability and need an accommodation. If a student is having difficulty in the course and a faculty member suspects a disability, it is appropriate to discuss the difficulty (i.e., poor writing) as they would with any student. However, concerns about a possible disability should be discussed first with the Coordinator.
**Determination of Reasonable Accommodations**

There are two primary concerns when determining reasonable accommodations. First, the accommodation must effectively provide access for the student to the course or academic program and second, the accommodation must not compromise academic standards. Based on the student’s documentation as well as his/her input on what accommodations have worked in the past, the Coordinator determines the accommodation that will be used. The professor may be consulted regarding course requirements and student expectations to ensure that an accommodation would not compromise the academic standards of the course. As mentioned previously, the student initially must make all requests to Disability Services. The Coordinator of Disability Services is responsible for making the final determinations as to the eligibility for and nature of the reasonable accommodations.

**Confidentiality**

This confidentiality rule applies to all information, regardless of its source. You may, for example, receive confidential information from a representative from Disability Services, who is sharing the information with you on a need-to-know basis. You should also treat any accommodations provided to a student as confidential, and should share the details of such accommodations only on a need-to-know basis. There may be times when someone directly asks you for information about a student with a disability that is considered confidential. For example, classmates of a student with a disability who is receiving an accommodation may inquire as to why the student receives extra time on a test, or why the student is never in the classroom on test days. An appropriate response to such inquiries regarding students with disabilities may be: "Each student's academic program is confidential, including your own, and I’m unable to discuss any student's situation with his or her classmates."

If you have any questions regarding confidentiality while working with a student with a disability, such as who qualifies for the "need-to-know" exception to confidentiality, you should discuss the issue with the particular student and/or the Coordinator of Disability Services (631-7157).

**Policy Regarding Academic Accommodations for Undergraduates**

1. Prior to any consideration of accommodations, a student must identify him/herself to the Coordinator of Disability Services and provide appropriate documentation of his/her disability.

2. The Coordinator reviews the documentation to determine if the student is a "qualified individual with a disability" under Section 504 of the Rehabilitation Act and the Americans
with Disabilities Act. The Coordinator's determination is final (although the determination may be grieved by the student; see Section 10. below).

3. If the student is a qualified individual with a disability, the Coordinator meets with the student to determine the reasonable accommodation(s) that the student may request.

4. Each semester, students must request that the Coordinator write a Course Accommodation Letter for the instructor of each class in which they are requesting accommodations. The letter will include information regarding the accommodations, but not about the student's disability. The Coordinator can share information about a student's disability with an instructor only if the student provides written consent. A student may, however, voluntarily elect to discuss the nature of his/her disability, the particular limitations posed by the disability, supplemental accommodations or learning aids, or other related issues with his/her instructor. The Coordinator recommends that faculty not provide additional accommodations beyond those recommended in the accommodation letter without first consulting with Disability Services.

5. The student hand-delivers the letter and meets with the instructor to discuss the requested accommodations. If the instructor agrees that the accommodations do not fundamentally alter the nature of the course, then the student and instructor complete the Arrangements for Reasonable Accommodations form together describing how the accommodations will be provided, and the student returns the form to Disability Services.

6. If the instructor and the student have both signed the Arrangements for Reasonable Accommodations form, the student must return the completed form to Disability Services at least seven (7) calendar days prior to implementation of the accommodations. Exceptions to this deadline can be made only by the Coordinator of Disability Services and only under exceptional circumstances. The University will not grant accommodations to students retroactively.

7. If the instructor believes that one or more of the requested accommodations will fundamentally alter the nature of the course, he/she should discuss his/her concerns with the Coordinator. If the situation remains unresolved and the instructor wishes to deny the accommodation, he/she must provide reasons for denying the request, in writing, to the Dean (or Dean's designate) of his/her college within seven (7) calendar days of the instructor's receipt of the Arrangements for Reasonable Accommodations form. Prior to determination by the Office of the Provost (see paragraph 9), the student will receive the reasonable accommodations identified by the Coordinator.

8. The Dean (or Dean's designate) reviews the accommodation request and the instructor's written reasons for denying the requests. The Dean (or Dean's designate) may ask that a meeting be held with the instructor and Coordinator. If the Dean (or Dean's designate) feels that the student's request is reasonable and will not fundamentally alter the nature of the course, then the Arrangements for Reasonable Accommodations form is completed and returned to Disability Services. The instructor may appeal the decision to the Office of the Provost.
9. If the Dean (or Dean's designate) feels that the request is unreasonable and will fundamentally alter the nature of the course, then the Course Accommodation Letter, instructor's written reasons for denying the request, and other relevant documents are reviewed by the Office of the Provost. If the Office of the Provost agrees with the Dean (or Dean's designate), the student is informed that his/her request is being denied.

10. Students have the right to file a grievance regarding the denial of accommodations and other disability-related issues as outlined in the "Student Grievance Procedures Relating to Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973" found in du Lac.

When you interact with a Student with a Disability…

- Talk directly to the person with the disability, not to those accompanying him/her. To ignore a person's presence in a group is insensitive, and it is inconsiderate for two people to discuss a third person who is also present. For example, if a deaf person is with an interpreter, talk to the deaf person, not the interpreter.

- Keep in mind that disabled students have the same daily activities that you do: shopping, running errands, family and extracurricular activities, academic pressures, deadlines, social interests, church, and so forth. Remember that students with disabilities deserve the same attention and consideration as students without disabilities.

If you would like more information or discussion of this issue or information on the handling of specific disabilities, please contact the office for a copy of the booklet, "Students with Disabilities."

Sexual Assault Victim’s Resource Person

Assistant Dean Ava Preacher serves as the Victim’s Resource person. She informs victims of the processes, procedures and policies that apply when a sexual assault is reported to the University. She will make referrals as appropriate, furnish materials on support services on and off campus, and provide information on civil and criminal investigation and adjudication processes. She is also able to provide classroom presentations on sexual assault issues upon request. Professors should feel free to refer students to her directly at 631-8637 or call her for more information. The number of the dedicated line for sexual assault information is 631-7728.
College Governance
and Committees
## College Structure

### Dean’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mark W. Roche</td>
<td>Dean</td>
</tr>
<tr>
<td>Gregory E. Sterling</td>
<td>Associate Dean of Faculty</td>
</tr>
<tr>
<td>Dayle Seidenspinner-Nunez</td>
<td>Associate Dean for Strategic Planning, Advancement, Infrastructure, and Special Projects</td>
</tr>
<tr>
<td>Gretchen Reydam-Schils</td>
<td>Associate Dean for Research, Graduate Students, and Centers</td>
</tr>
<tr>
<td>Rob Becht</td>
<td>Director of Finance and Operations</td>
</tr>
<tr>
<td>Don Stelluto</td>
<td>Executive Assistant to the Dean</td>
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### Office of Undergraduate Studies

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stuart Greene</td>
<td>Associate Dean of Undergraduate Studies</td>
</tr>
<tr>
<td>Jennifer E. Nemecek</td>
<td>Assistant Dean</td>
</tr>
<tr>
<td>Ava Preacher</td>
<td>Assistant Dean</td>
</tr>
<tr>
<td>Joseph Stanfield</td>
<td>Assistant Dean</td>
</tr>
<tr>
<td>Vicki Toumayan</td>
<td>Assistant Dean</td>
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</tbody>
</table>

### Institute for Scholarship in the Liberal Arts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ruth Abbey</td>
<td>Director</td>
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</tbody>
</table>

### Office of Publicity and Web Support

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Chantelle Snyder</td>
<td>Assistant Director, News and Information</td>
</tr>
</tbody>
</table>

### Departments, Centers, and Institutes

For a complete listing, see: [http://al.nd.edu/departments.html](http://al.nd.edu/departments.html).

### College Council

“The College Council of each undergraduate college consists of an equal number of *ex officio* and elected members. The *ex officio* members of each undergraduate college consist of the dean of the college, associate and assistant deans, the chairpersons of all departments under the jurisdiction of the College, and any other administrators designated by the respective College Council” ([2006-2007 University of Notre Dame Faculty Handbook](http://al.nd.edu/departments.html), p. 40).
In the case of the College of Arts and Letters, the College Council consists of the deans, the chairpersons, the Director of the College Seminar Program, the Director of the Medieval Institute, an equal number of elected faculty members, and two student members. Each year approximately one-third of the elected faculty members rotate off of the College Council.

The duties of the College Council are outlined in Article IV, Section 4 of the *Academic Articles*. The meeting schedule for the 2006-2007 academic year is posted on the College’s administrative calendar. Each meeting takes place from 4:15 to 6:00 p.m. in 119 O’Shaughnessy Hall. If you have suggestions for agenda items, please contact the Dean or the Executive Assistant to the Dean.

**College Committees**

The College of Arts and Letters has both standing and *ad hoc* committees. Please refer to the following web site for more information on all 13 committees:

[http://al.nd.edu/resources-for/faculty-and-staff/meeting-minutes/committee-rosters.cfm](http://al.nd.edu/resources-for/faculty-and-staff/meeting-minutes/committee-rosters.cfm)

**Standing Committees**
- College Council
- Committee on Promotions for Associate Professional Specialists
- Dean's Advisory Committee
- Journals Committee
- Library Committee
- Nominating and Elections Committee
- Research Committee

**Ad Hoc Committees**
- Award of Appreciation Committee
- Dean’s Advisory Committee for Non-Obligatory Promotion Cases
- Shakespeare at Notre Dame Committee
- Foreign Language Learning Council
- Honorary Degree Committee
- Undergraduate Studies Committee
Further Reading

Additional Notre Dame Resources

Du Lac Student Guide
The Undergraduate Bulletin of Information

On Reflective Judgment Development (type of critical thinking)

http://www.umich.edu/~refjudg/
http://www.missouri.edu/~wood/rjstages/rjstages.html
http://dhc.ucdavis.edu/fh/aa/RJO.html


On College Student Development

3 books by Sharon Parks:
1. *Big Questions, Worthy Dreams: Mentoring Young Adults in Their Search for Meaning, Purpose, and Faith*
2. *The Critical Years: Young Adults and the Search for Meaning, Faith, and Commitment*
3. *Common Fire: Leading Lives of Commitment in a Complex World*

3 books by Marcia Baxter Magolda:
1. *Making Their Own Way: Narratives for Transforming Higher Education to Promote Self-Development*
2. *Learning Partnerships: Theory and Models of Practice to Educate for Self-Authorship*

Other books:

On Conducting Research


QUICK REFERENCE PHONE LIST

The area code for Notre Dame is **574**.

Your office phone is **631 + (4-digit extension)**.

If you wish to call an office on campus, simply dial **1 + 4-digit extension**.

To call a student dorm, dial **4 + 4-digit extension**.

To obtain an outside line, dial **8** and then continue to dial as if you were off campus.

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact Person</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>ALCO (Arts and Letters Computing Office)</td>
<td>Lee Svete</td>
<td>631-7021</td>
</tr>
<tr>
<td>The Career Center</td>
<td>Mary Beckman</td>
<td>631-5293</td>
</tr>
<tr>
<td>Center for Social Concerns</td>
<td>Linda Martellaro</td>
<td>631-5133</td>
</tr>
<tr>
<td>Classroom Scheduling</td>
<td>Stuart Greene</td>
<td>631-9468</td>
</tr>
<tr>
<td>Office for Undergraduate Studies</td>
<td>Jennifer Nemecek</td>
<td>631-7098</td>
</tr>
<tr>
<td></td>
<td>Ava Preacher</td>
<td>631-8636</td>
</tr>
<tr>
<td></td>
<td>Joseph Stanfield</td>
<td>631-7098</td>
</tr>
<tr>
<td></td>
<td>Vicki Toumayan</td>
<td>631-8636</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>Sam Gaglio</td>
<td>631-6602</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Cathy Pieronek</td>
<td>631-5531</td>
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<tr>
<td>College of Science</td>
<td>Steve Buechler</td>
<td>631-6375</td>
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<td>College Seminar</td>
<td>Fr. Patrick Gaffney</td>
<td>631-5378</td>
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<td>Copy Centers</td>
<td>Decio – Linda Lange</td>
<td>631-6672</td>
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<td>O'Shaughnessy – Pat</td>
<td>631-5632</td>
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<td>Hans</td>
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<td>Disabilities Office</td>
<td>Scott Howland</td>
<td>631-7157</td>
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<tr>
<td>First Year of Studies</td>
<td>Angie Chamblee</td>
<td>631-7364</td>
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<tr>
<td>Honors Program</td>
<td>Neil Delaney</td>
<td>631-5398</td>
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<tr>
<td>Office of International Studies</td>
<td>Claudia Kselman</td>
<td>631-5882</td>
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<tr>
<td>Kaneb Center (Teaching &amp; Learning)</td>
<td></td>
<td>631-9146</td>
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<tr>
<td>OIT (Office of Information Technologies)</td>
<td>Help Desk</td>
<td>631-8111</td>
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<tr>
<td>School of Architecture</td>
<td>Michael Lykoudis</td>
<td>631-7473</td>
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<tr>
<td>Sexual Assault Resource Person</td>
<td>Ava Preacher</td>
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<td>University Counseling Center</td>
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<td>University Health Center</td>
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<tr>
<td>Writing Center</td>
<td>Connie Mick</td>
<td>631-5578</td>
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