



MEMORANDUM

TO: CMC Faculty
FROM: Dean of the Faculty's Office
DATE: August 12th, 2026
SUBJECT: WELCOME TO THE NEW ACADEMIC YEAR

We in the Dean of the Faculty's Office would like to welcome you all to the 2026-2027 academic year. We hope you had an enjoyable and rewarding summer, and we look forward to seeing you soon! As the fall semester approaches, please take a moment to review the information provided below.

1. IMPORTANT EARLY FALL SEMESTER DATES

Monday, August 17 th	Digital Accessibility training for faculty, 10:30 a.m.–12:00 p.m., McElwee Forum/ Zoom (see p. 4 for details)
Friday, August 21 st	Deadline for Fall '26 TA requests (see p. 10 for details)
Monday, August 31 st	First Day of Classes
Monday, August 31 st	Opening Convocation (Keynote Speaker President William Dudley), 11:00 a.m.–12:00 p.m. (Roberts Pavilion) Food Trucks and Swag Giveaways, 12:00 p.m.–1:30 p.m.

CMC classes that would normally meet at 11:00 a.m. will not meet so that all CMC faculty and students can participate in Opening Convocation. You are welcome either to cancel your class meeting or schedule a make-up class period, at your discretion. The Dean of the Faculty's Office will provide regalia on a first-come, first-served basis. Please stop by the Dean of the Faculty's Office to pick up regalia the week of August 24th-28th.

Friday, September 4 th	Faculty Meeting, 1:00 p.m.–3:00 p.m. (Bauer Forum)
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Following the faculty meeting, there will be a DOF Welcome Back Reception for faculty from 4:00 p.m.–6:00 p.m. in the east lobby of the Robert Day Sciences Center. Please RSVP [here](#) before September 1st.

Monday, September 7 th	Labor Day Holiday (no classes in session)
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For additional information, please refer to the [2026-2027 academic calendar](#).

2. NEW FACULTY

We are delighted to welcome the following new hires to the College.

New Tenure-Line Faculty:

Maya Binyam	Literature
Susan McWilliams Barndt	Government
Akachukwu (AC) Obi	KDIS (Chemistry of Materials)
William Parsons*	KDIS (Chemistry and Biochemistry)
Weiliang Tan	RDS

New Full-Time Non-Tenure-Track Faculty for the 2026-2027 Academic Year:

Dail Chapman	KDIS (Chemistry)
Niall Chithelen	History
Peter McAniff	RDS (Accounting)
Minjae Yun	RDS

New Part-Time Non-Tenure-Track Faculty for the 2026-2027 Academic Year:

Robin Brooks*	PPE
John Brown*	RDS (Accounting)
Jarrett Catlin	Government
Cameron Hajialiakbar	RLCIE
Sophia Helland	RDS
Aileen Huang*	RDS (Accounting)

*January 2027 start date

3. SYLLABUS AND COURSE PLANNING INFORMATION

Academic Integrity: In order to enhance academic integrity at CMC, we urge you to include a clear statement of policy about cheating and/or plagiarism on your syllabi. The College's [statement of academic integrity](#) is a useful resource for students, faculty, and coaches. You can find good language there that you can use in your syllabi. *Given the increasing prevalence of AI tools, we also urge you to discuss your expectations with your students, making your AI policies clear in your syllabi (and, if you supervise theses, consider providing a thesis syllabus to document these and other expectations—see below for details); you should also include this information on your course assignments and exams, particularly if there are any departures from the policy as stated in the course syllabus.*

All faculty who reasonably suspect that a student may have committed an academic integrity violation are required to report that case to the Academic Standards Committee (ASC). You can read the full procedures [here](#). CMC maintains an institutional license to Turnitin.com, which includes AI detection.¹ Email [Ben Royas](#) in ITS to create your account.

Please also note the policies governing academic integrity in cross-registration situations, per the Academic Deans Committee, are as follows:

A student charged with academic dishonesty in a course taken outside the home college shall be tried according to the procedures for handling such cases in the home institution. Faculty members are obliged to accept the decision of the student's college and may not impose a penalty should the appropriate hearing panel fail to find guilt. Any student grievance concerning a grade given by an instructor as a result of such a hearing decision will also be handled according to the rules of the student's home college.

For your reference, here is a summary of [Academic Integrity Case Management Policies Across the 7Cs](#).

Canvas Resources: Canvas is CMC's Learning Management System (LMS). Our colleagues in ITS have created a [Canvas resource page](#) as well as a [Canvas course site](#) where you will find useful guides and videos. Please remember to back up your Canvas Materials to your Box.com account. The ability to access all your information in the cloud if Canvas goes down is a benefit that CMC provides—please use it.

Classroom policies for absences, late work, etc.: As you finalize your syllabi for the fall, please include information about potential affordances and procedures to be followed for absences, the submission of late work, etc.

¹ Be aware that AI detectors can be unreliable and that Turnitin has acknowledged false positivity issues. If you report a suspected case of AI-related academic dishonesty to the ASC, you should provide some insight into what led you to suspect the inappropriate use of AI tools. You can submit AI detector scores, but you should also provide additional evidence when possible.

Course Workload and Learning Outcomes: As you develop your syllabi for this year's courses, please consider including a statement indicating how much time/work outside of class students should generally expect to dedicate each week. A course that is worth a full unit of CMC credit should require approximately 12 total hours per week of student work (3 hours in class and 9 hours outside, for example). Please see CMC's [credit value policy](#) for details. Also, please consider stating learning goals and outcomes for your courses in your syllabi. Descriptions of CMC's [general learning goals](#) are available in the academic catalog, along with the learning goals and/or outcomes that each [department/major](#) has adopted.

Digital Accessibility: As we work together to improve the accessibility of our digital environment, please review the [Digital Accessibility Policy](#), which provides direction and lists responsible offices to guide the College through this work. Please also mark your calendar for a faculty-only training session on August 17th with Phil Catanzano, an attorney with over 20 years of experience in higher education law, including as a lecturer at Harvard and as a former employee of the Department of Education Office of Civil Rights. Phil will share practical and technical strategies for creating accessible digital content that will be relevant to your everyday work at CMC (for example, making accessible PDF's; working with Canvas, Canva, and Google Suite; captioning videos, etc.). This in-person training session will also be hosted on Zoom and recorded for later viewing. Phil will be available after the conclusion of the training to answer questions and provide guidance on specific content you may be working on to make it accessible. **Please register for the training [here](#).**

Digital Accessibility Training for Faculty
Monday, August 17th
10:30 a.m.–12:00 p.m.
McElwee Forum/[Zoom](#)

For individual support, troubleshooting, and guidance, please reach out to the ITS Help Desk at help@cmc.edu. A new web-based Resource Library will also be launched by August 17th.

Electronic Bluebook for classroom use: CMC provides access to a secure word processing platform that locks down both the browser and applications for in-class exams. Once students log in to begin their exam, [Electronic Bluebook](#) locks their computer and restricts access to all external applications, allowing them only to write and submit their work within the platform. Because Electronic Bluebook can only lock the device on which it has been installed, the program is for proctored classroom use only, either in our tech classrooms (Roberts North 12, Kravis Center 165) or on student-owned laptops. Please contact the ITS Help Desk at least two weeks prior to your exam date to make arrangements for installing and testing the software with your students.

Respondus LockDown Browser integration for Canvas: In addition to Electronic Blue Book, CMC is pleased to offer Respondus LockDown Browser for your exams and assessments within Canvas. LockDown Browser is a custom browser application that “locks down” the testing environment within the learning management system. Whenever LockDown Browser is enabled for an online exam, students will be unable to print, copy, visit other websites, or access other applications for the duration of the exam. To access instructor resources for LockDown Browser, log into Canvas and select the “LockDown Browser” tool from the left-side navigation menu of your course. Training videos, guides, sample text for your class syllabus, and more are available from the

opening page of the tool. Please contact the ITS Help Desk if you have any additional questions about how to set-up or use this application with your Canvas course.

Exams: As you plan your courses, please remember that faculty may not administer any cumulative or final exams during the last week of classes before final exam week, including reading days. Faculty may give other types of tests (e.g., quizzes or non-cumulative midterms) during the last week of classes, on instructional days only. Exception: spring final examinations may be scheduled during the last week of classes (including reading days) for seniors graduating in May. Faculty may not administer final exams outside the regularly scheduled final exam times unless they receive approval from the Dean of the Faculty.

In addition, please make sure to proctor any exams, including quizzes. In the event that you are not available to proctor an exam, please ask a faculty colleague to do so; if a colleague is unavailable, contact the [Dean of the Faculty's Office](#) and we will try to work something out. All exams must be proctored by a faculty member; staff may not proctor. As you finalize your exam schedules, please also reach out to the Dean of the Faculty's Office for additional proctor support for large and/or common midterm and final exams. To help maintain testing security, you may ask students to bring only approved testing materials. If personal belongings are permitted, consider having students place electronics and bags at the front or sides of the room, away from their desks, during exams.

High Holy Days: The Chaplains Office provides a [list of religious observance dates](#) that may impact class attendance and participation during the 2026-27 academic year. While this is not an all-inclusive list, we also suggest checking the [Interfaith Calendar](#) for an extensive list of holy days.

Institutional Review Board (IRB): CMC maintains an Institutional Review Board (IRB), as mandated by Federal Law, in order to ensure that researchers who are part of the CMC community protect the dignity, privacy, and safety of the participants they recruit for their research. Outside of the context of a course, research that involves working with living human beings, including contact with or recruitment of subjects requires IRB approval or exemption. IRB review is waived for courses requiring a project, but students conducting surveys in CMC courses must consult with their instructor prior to the initiation of any research that involves working with living human beings, including contact with or recruitment of subjects. In addition, surveys sent to students beyond those enrolled in the same course or the SONA system will necessitate additional CMC administrative approvals. Instructors are welcome to contact the Office of Institutional Research for assistance with surveys or questions regarding [IRB](#) or the [CMC Survey Policy](#). If you plan to have your students conduct a survey for your course, as you finalize your syllabus, consider including language to this effect.

Low Grade Notifications (academic advisories): As you finalize your syllabus, consider including the following information on low grade notices:

Students will receive a low grade notification on the portal if they are earning grades of C- or below or if they have poor attendance records or if they are otherwise falling below class expectations by October 7th.

Low Grade Notifications (academic advisories) function as an important warning to students; they also trigger conferences with instructors, advisors, and the Dean of Students' staff about whether to drop or withdraw from courses by the published deadlines. The deadline for students to drop courses without record is October 22nd; the voluntary withdrawal deadline is November 20th.

Name Pronunciation: The College has a name pronunciation portal for our students. Please use it by going to your class roster on [the Portal](#) and clicking on the speaker icon next to a student's name to hear the pronunciation.

Sharing Course Materials: Faculty may wish to put the following request in their syllabi and on their Canvas course sites regarding the sharing of course materials:

Please obtain instructor permission before sharing any course materials or uploading them to external platforms, including AI tools that have not been approved by the instructor for instructional use. Course materials are the intellectual property of the instructor who creates them. Thank you for respecting the enormous amount of work it takes to develop high-quality course materials by not sharing or uploading them without instructor permission.

Statement of Reasonable Accommodations: You are encouraged to include in your syllabi a statement such as this, which was drafted with input from the Dean of the Faculty's Office and the Office of Accessibility Services:

Claremont McKenna College is committed to creating an inclusive and accessible learning environment consistent with federal and state law. If you have been approved for accommodations through Accessibility Services, please notify me at your earliest convenience so that we can discuss the implementation of your accommodations in this course. If you have not yet established accommodations through Accessibility Services, and would like to learn more, you are encouraged to contact Accessibility Services directly to learn more about available accommodations and/or initiate the process. General information, including instructions for requesting accommodations, is available on the [Accessibility Services website](#).

While accommodation requests will be evaluated throughout the semester, accommodations cannot be applied retroactively. Additionally, please note that accommodations do not become effective for this course until you have notified me of your eligibility.

If you are not a CMC student, please contact the Disability/Accessibility Services Coordinator on your campus regarding its accommodation process.

Student Experience Surveys (SES): Please remember to provide time in class (approximately 10 minutes is recommended) for students to complete the student experience surveys. Please notify the students as to what date you have chosen and ask them to bring a mobile device from which they can access their email (smart phone, iPad, laptop, etc.). If students indicate they do not have a mobile device, iPads can be requested by submitting a request to the [ITS helpdesk](#).

Thesis Expectations: While there is a general syllabus for [2026-2027 Theses](#), if you supervise theses, we encourage you to develop a thesis syllabus that clearly outlines expectations, key deadlines and deliverables, and, importantly, thesis-specific guidelines regarding the acceptable use of AI tools. While all CMC students generally must submit a written thesis (see the general syllabus for off-campus capstone production equivalencies), faculty and departments may have additional requirements (e.g., oral defenses, annotated bibliographies, additional drafts, presentations, or other discipline-specific expectations) that we encourage you to clearly articulate to students in your thesis syllabus. Please contact the [Dean of the Faculty's Office](#) with questions.

4. RESOURCES FOR FACULTY

Alumni and Parent Engagement: CMC alumni and parents love connecting with faculty in their local areas. Whenever you are in another city, in the US or abroad, the Office of Alumni and Parent Engagement would love to know early on so that if you have room in your schedule, you could add a CMC talk or event. If you have plans to travel to an area with a large group of alumni and parents, the office is happy to cover the event costs in full. Additionally, in certain cases, the office may be able to assist with travel-related support. Even if you don't have specific travel plans, if you're generally open to presenting in other cities, let the office know. They would love to keep you in mind for future opportunities, especially during our 50 Years of Co-Education celebration, which kicks off this fall. This milestone celebration offers a unique opportunity to engage with alumni, parents, and friends while helping commemorate an important moment in the College's history. Please contact [Jeannie Scalmanini](#), Executive Director of [Alumni](#) and [Parent](#) Engagement, to learn more or express your interest.

Athenaeum: Faculty will be able to have one class meal at the Athenaeum (lunch, dinner, or tea) per course, per semester. Larger classes can be broken up into two class meals. For room requests, click [here](#).

Backup Data: Please remember to back up your research, your data, course syllabi, and other related materials to your Box.com account. We live in a region that is subject to earthquakes and wildfires. The ability to access all your information in the cloud in an emergency is a benefit that CMC provides—please use it.

Campus Accessibility Map: A map of elevators, lifts, and accessible pathways on campus is available [here](#) by clicking on the "Accessibility" tab.

Collins Dining Hall: To promote a collegial atmosphere between faculty, administration, and students, the College will provide one free lunch meal per week (starting August 31st). Faculty may use their one free lunch meal per week at Collins Dining Hall (or at the Hub or DayBreak Café). Members of the faculty or designated administrative staff of CMC who wish to participate in this program may use their CMC identification card, which will be encoded with the meal privilege allowance. If you have not obtained your I.D. card, or have further questions about the program, please contact Human Resources at x18490. Faculty who wish to bring a guest to Collins Dining Hall must first request that one of the Faculty Support Centers, or the Dean of the Faculty's Office, set up a sign-in sheet at Collins. Anyone who is not a sponsored guest or who does not have an identification card will be required to pay for lunch.

Dean of the Faculty Teaching Funds: The Dean of the Faculty's Office is pleased to offer limited funding to support teaching-related expenses which cannot be covered by other sources (e.g., IFA, start-up, Institute, Richard M. Shure, or department funds). To apply for funding, please use [this form](#). Note that these funds are limited. We may not be able to approve all requests, and faculty will generally be limited to a maximum of \$500/year in DOF teaching funds. Questions about these funds should be directed to Associate Dean [Albert Park](#).

Faculty Research Assistant Hiring Information Form: To streamline the research assistant (RA) hiring process, we have introduced an online form that will provide Faculty Support Centers with the information they need to complete the RA hiring process on a faculty member's behalf. Faculty who wish to hire a research assistant using funds from their IFA, an external grant, or another funding source may submit the form and a copy will be shared with their department's Faculty Support Coordinator. The online form may be accessed [here](#).

Overleaf Commons: CMC has acquired an Overleaf Commons campus license for faculty and students. Overleaf is a collaborative online LaTeX editor for creating research papers, assignments, theses, and other documents. ITS is finalizing the campus setup and will send instructions on how to access the service.

Full Access to WSJ, NYT, WaPo, LAT, and Inside Higher Ed: Since 2019, CMC faculty, staff, and students have had full access to the Wall Street Journal (sign up [here](#)). Additionally, Claremont Colleges faculty, staff, and students can now get full access to the New York Times, Los Angeles Times, and Washington Post. Full details and instructions can be found [here](#). The Library has also secured free access to Inside Higher Ed with your 7C credentials: <https://www-insidehighered-com.ccl.idm.oclc.org/>

National Center for Faculty Development and Diversity: The Claremont Colleges' institutional membership to the faculty development platform ncfdd.org will end this summer. You can access their catalog of webinars and online resources through August 15th, 2026. The Claremont Colleges will continue to offer faculty development opportunities through the 7C Faculty Development Working Group. Please stay tuned for more information in the new academic year. [Individual memberships](#) to ncfdd.org are still available and can be paid for out of your IFA or department funds.

Open Access Support for Journal Publications: The Claremont Colleges Library has agreements with various publishers, including Cambridge University Press, Oxford University Press, Elsevier, and Springer Nature, to support open access publication of faculty journal articles. More information about the Library's open access program can be found [here](#). An FAQ about the program is also available [here](#).

Pedagogy: The Claremont Colleges Center for Teaching and Learning (CTL) offers one-on-one consultations to help faculty in any stage of their course design. For more information, please see the [CTL website](#) or contact them at ctl@claremont.edu. The CTL will be hosting its pre-semester workshop at The Honnold Mudd Library Ponderosa Room (formerly Mudd 2 South) on Monday, August 24th, 10:00 a.m.-11:15 a.m., and a duplicate of this session will be held on Tuesday, August 25th, 1:15 p.m.-2:30 p.m. (LC 62). The CTL will also have drop-in hours, for more details on the pre-semester events, the drop-in hours schedule, and receive event reminders, please [RSVP here](#).

Reimbursements: As IRS regulations change, [CMC's Reimbursement Policy](#) changes too. Please read it carefully to make sure you are aware of what is and what isn't reimbursable, and what is needed in terms of paperwork. Note: For travel advances, expenses are charged to the appropriate account (such as your IFA) after the completion of travel, rather than when the spend authorization is issued. Please keep this timing in mind when planning other expenses to avoid overspending.

Reporting Concerns to CMC Officials: CMC has consolidated options for reporting concerns into a single webpage: [Report a Concern](#).

Richard M. Shure Mentor Funds: The Shure Mentor Funds are available to support student-faculty engagement outside of the classroom (movie nights, class dinners, etc.). Please note that funds cannot be used to fund in-class activities. This fund is administered by the Dean of the Faculty's Office. To apply for funding, please use [this form](#). Note that, due to limited funds, we may not be able to approve all requests, and faculty will generally be limited to \$600/year in Shure funding. Questions about the Shure Fund should be directed to Associate Dean [Albert Park](#).

Setting up and Managing your Faculty Profile: You can create and maintain your individual profile in the CMC [Faculty Directory](#). You can find basic instructions on how to do this [here](#). Your Faculty Support Center has also received training to support you with this task. Please review your profile to ensure it is up to date with your current contact information and, if you wish, scholarship and publications.

Sponsored Research Assistance: [Beth Jager](#), Executive Director of Sponsored Research, is available to help faculty with their research, including identifying and applying for new funding sources. Please reach out to notify her of any planned grant applications; all proposals that involve a CMC researcher—even if the application is to be submitted through another institution—should be communicated to [CMC's grants office](#) ahead of submission. **Note: From September 14th through December 18th, please contact Abby Flores (aflores@cmc.edu) for assistance with sponsored research.**

Teaching Assistant and Guest Speaker Requests: The Dean of the Faculty's Office will again offer funding for up to 35 hours of teaching assistant (TA) support per course per semester and up to three guest speakers per course per semester. Please note the funding for these requests is limited and we may not be able to fully accommodate all requests. We have established earlier deadlines: Fall 2026 TA requests are due August 21st, and Fall 2026 guest speaker requests are due October 2nd; Spring 2027 TA requests are due January 8th, and Spring 2027 guest speaker requests are due February 12th. More information and the request forms can be accessed here: [TA Funding Request Form](#); [Guest Speaker Funding Request Form](#).

Travel Insurance: Travel insurance is available to faculty through a program sponsored by The Claremont Colleges Services. The insurance covers travel that is: 1) part of your scholarly duties; 2) funded by the college, a grant administered through the College, or approved as official College business; or 3) related to conference travel, fieldwork, archival research, or similar activities undertaken in your role as a faculty member. More information can be found [here](#). Faculty are also encouraged to [register their travel](#) to expedite assistance from CMC and the insurance company in the event of an emergency.

Traveling with Students: For school-sponsored international travel with students, such as those organized by professors, institutes and centers, please be mindful of any State Department Travel Advisories and contact the Center for Global Education if you have any questions. Any international travel with students must be registered with the [Center for Global Education](#). Finally, for school-sponsored travel (international or domestic) with students that involve faculty arranging housing accommodations, please complete the following [form](#) (Clery Act Form) from the Dean of Students Office.

5. RESOURCES FOR STUDENTS

Academic Advisors: Each student is assigned an academic advisor by the Dean of the Faculty's Office. We expect academic advisors to be proactive about reaching out to their advisees as the semester continues. Please reach out to your advisees and encourage them to meet with you any time they receive a low-grade notice. Please meet with your advisees before registration (early November, early April). The [Resources for Academic Advisors page](#) provides lots of information about the questions you and your advisees may have. In addition, here is some important information about science at CMC for AY 2026-27:

Science GE: CMC students in the class of 2028 or later must take SCI 10L (Codes of Life, Codes of Neurons, or Codes of Climate) as their science GE no later than their sophomore year. For information about the science GE options for CMC students in the class of 2027 (including transfer students), please see the Kravis Department of Integrated Sciences (KDIS) [website](#).

Science Majors: For CMC students in the class of 2028 or later, Integrated Sciences is the CMC science major offered in the [Kravis Department of Integrated Sciences \(KDIS\)](#). CMC students in the class of 2027 (including transfer students) who have started taking science courses at the [Department of Natural Sciences \(DNS\)](#) (formerly Keck Science) or, in the case of transfer students, at their former institution, must complete their science major at DNS. As a member of The Claremont Colleges, CMC students in the class of 2028 or later wishing to major in a science field other than integrated sciences can request a major at [DNS](#), [Harvey Mudd College](#), or [Pomona College](#). Acceptance into those majors is determined by those programs and is not guaranteed.

Romero Success Coach Program is a peer-to-peer mentoring program, run by the Dean of Students Office, which can support students in a variety of ways. If you would like to include language about Romero Success Coaches on your syllabus, the following language has been recommended by the Dean of Students Office:

The Romero Success Coach (RSC) Program is an important peer-to-peer resource that supports students in developing the skills and strategies needed to thrive at CMC. Success Coaches can help with time management, organization, study strategies, exam preparation, goal setting, stress management, and overall well-being. RSCs hold appointments in person in Heggblade and offer open drop-in hours. To learn more about the program, including coach bios, visit the Romero Success Coach [website](#). Appointments can be scheduled through [this website](#). After you schedule your appointment, a coach will reach out to you to confirm the meeting time.

The CMC Success Toolkit is a Canvas module developed through a collaborative effort among students, faculty, and staff. The toolkit is designed to help students navigate the academic, personal, and community dimensions of life at CMC by building key skills and increasing awareness of campus resources and support systems. Students may access the toolkit at any time throughout the year and are encouraged to revisit modules as needed for ongoing support, reflection, and skill development. If you would like to include language about the Success Toolkit on your syllabus, the following language has been recommended by the Dean of Students Office:

The CMC Success Toolkit is a [Canvas module](#) created by students, faculty, and staff to support student success both inside and outside the classroom. The toolkit includes modules on Help Seeking, Fueling Your Academic Potential, Health & Wellness, and Community Building. Students are encouraged to explore these resources throughout the semester and revisit them as needed. The toolkit is available year-round through Canvas.

[The Center for Writing and Public Discourse \(CWPD\)](#) supports students from all disciplines at any stage of the writing or speaking process. Through one-on-one consultations, trained peer consultants help students brainstorm ideas, develop arguments, organize drafts, prepare presentations, and strengthen their communication skills. The CWPD also offers specialized multilingual writing support through Associate Director Mellissa Martinez, who works with multilingual and international students when language patterns may make it difficult to fully assess their ideas, knowledge, or arguments.

The CWPD also offers Writing Lab, an AI-free pop-up writing space held three days a week in the Roberts Day Sciences Center (RDSC), where students can work alongside peers in a structured, distraction-reduced environment. Staffed by CWPD consultants, Writing Lab helps students build productive writing habits and make steady progress on long-term projects.

[The Murty Sunak Quantitative and Computing Lab \(QCL\)](#) offers one-on-one peer-led tutoring (by appointment), and evening walk-in tutoring sessions (no appointment required) for all courses that include a quantitative or STEM component (Math, Integrated Sciences, CS, Stats, DS, etc.). Instructors of courses that include a quantitative or STEM component may wish to include [this information sheet](#) in their course materials, and place the paragraph below in their syllabi:

The Murty Sunak Quantitative and Computing Lab (QCL) offers one-on-one peer-led tutoring (by appointment), and evening walk-in tutoring sessions (no appointment required) for all courses that include a quantitative component (Math, Integrated Sciences, CS, Stats, DS, etc.). The QCL is a centralized hub for support with all sorts of quantitative and STEM studies at CMC, including peer mentoring, skills-based training workshops, research computing/HPC support, and assistance with senior theses and research projects. For a full list of services and schedules, please visit the [QCL webpage](#).

Support for Course Books and Supplies: Funding for books and supplies is part of all students' financial aid packages. However, if a student expresses concern and is unable to purchase the required books and supplies for your class, please have the student contact the Office of Financial Aid at (909) 621-8356 or finaid@cmc.edu. The Office of Financial Aid can review the student's package to see if the student has loan eligibility. Additionally, students can access the CARE Center's [Textbook Loan Program](#) by contacting care@cmc.edu. The CARE Center Library has a limited selection of books, as our inventory is donation-based. As a result, not all titles may be available. Books are loaned to students on a first-come, first-served basis. If you have a textbook for a current course that you would like to donate to the Textbook Loan Program, please contact [Vince Greer](#).

Support for Student Research Expenses: CMC students may apply for funding for research-related supplies, participant payments, or conference travel to present their research. Student can apply for these funds [here](#). Please note that these grants are limited. The maximum grant per student per year is \$1,000, although typical awards are generally much smaller. Please contact Associate Dean [Albert Park](#) with questions.

6. AAUP STATEMENT ON PROFESSIONAL ETHICS (as adapted in [Section 4.2 of our Faculty Handbook](#))

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides. [...]"

As colleagues, professors have obligations that derive from common membership in the community of scholars. They do not discriminate against or harass colleagues. [...]"

As members of their community, professors have the rights and obligations of other citizens. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. [...]"

Professors are also expected to apply all of these standards in their conduct toward staff and other employees of CMC."