




SYRACUSE UNIVERSITY

VICE CHANCELLOR AND PROVOST

TO: Faculty and Instructional Colleagues

FROM: Eric F. Spina 

DATE: August 18, 2008

SUBJECT: Reminders concerning Academic Integrity, Faith Tradition Observances, Disability Syllabus Statement, Registration Policies, FERPA, Reading Day and Final Exam Policies, Email Policy, Policy on Student Academic Work, and Verification of Medical Condition

Warmest greetings! I hope that you had an enjoyable and productive summer and are looking forward to an exciting and productive academic year. As we prepare to start the year, I want to share some items of importance with you.

ACADEMIC INTEGRITY

Academic integrity is an essential core value of the University, and one for which we all share responsibility. I ask that you evaluate your role in fostering the highest ideals of personal and academic honesty at Syracuse University. The Academic Integrity Office (AIO), led by Interim Director Dr. Ruth Federman Stein, implements the policy for academic integrity developed by a university committee in consultation with the University Senate. I encourage you to become familiar with the policies and procedures, to participate in the AIO's educational activities, and to engage your students and colleagues in considering the importance of academic integrity and the University's efforts to promote an environment characterized by honesty, trustworthiness, fairness, and respect. I ask that you include a statement about academic integrity in your syllabus. In addition, our policy requires that if you have particular expectations regarding academic integrity, these expectations should be articulated in writing. A sample syllabus statement and other information about academic integrity at SU are available at <http://academicintegrity.syr.edu>.

FAITH TRADITION OBSERVANCES

Syracuse University has a diversity of faith traditions represented among its students. Because of this I want to underscore the Syracuse University Policy on Religious Observances that assures all students the right to observe according to their faith traditions.

Syracuse University Policy on Religious Observances: It is the policy of Syracuse University that no student should be refused admission or be expelled because he or she is unable to participate in any examination, study, or work requirement because of his or her religious holy day requirements. An opportunity will be provided to make up any examination, study, or work requirements that may have been missed because of an absence due to a religious observance providing that the instructor has been notified in writing one week before the absence. No fees will be charged to the student for the costs incurred by the University for such makeup work. In effecting this policy, the University agrees that no adverse or prejudicial effect should result to any student who avails herself or himself of its provisions.

As a University community, we do not hold classes on the following religious holidays that occur during the week in the fall and spring semesters:

Eid ul-Fitr	Tuesday, September 30
Yom Kippur	Thursday, October 9
Good Friday	Friday, April 10

There are other faith tradition observances that fall throughout the semester when classes are in session. I ask that you make appropriate accommodation for your students' needs for their observance. I encourage you not to schedule exams on the days immediately following religious holidays and to make an extra effort to help students bridge any gaps due to their absence, such as advance notification of assigned readings and subject matter to be covered. For more detailed information about traditional dates of faith-based observances, please go to the Hendricks Chapel website <http://hendricks.syr.edu/schedules/holidays.html>

DISABILITY SYLLABUS STATEMENT

It is important that students with disabilities are aware of the services provided by the University and how to access those services. I ask that you include the following statement in the syllabus for each of your classes:

Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS), 804 University Avenue, Room 309, 315-443-4498. Students with authorized disability-related accommodations should provide a current Accommodation Authorization Letter from ODS to the instructor and review those accommodations with the instructor. Accommodations, such as exam administration, are not provided retroactively; therefore, planning for accommodations as early as possible is necessary. For further information, see the ODS website, <http://disabilityservices.syr.edu/>.

REGISTRATION POLICY

There is continuing concern about students who attend and do work in classes without registering. In light of the University's financial policies and out of fairness to those who are properly enrolled, I remind you of the University's registration policy.

University policy prohibits students from attending, being evaluated, auditing, or otherwise participating in courses without being officially enrolled. The

only exception is for students making up Incomplete grades with faculty approval. Faculty may not allow students to attend classes and/or submit work unless students (1) appear on the official class list or (2) present a copy of their class schedule showing the course to have been added. (Academic Rules and Regulations, 8.0.1).

FERPA

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and our FERPA institutional policy (<http://supolicies.syr.edu/studs/ferpa.htm>) set forth requirements regarding the privacy of student records. FERPA governs the release of and access to those records (known as education records) and the information they contain. Faculty are expected to be familiar with FERPA and the information provided by the University Registrar in her annual letter to faculty. Questions about FERPA may be directed to your dean's or records office, or the Registrar's Office (443-3535).

READING DAY AND FINAL EXAM POLICIES

Reading days are designed to allow students the maximum opportunity to prepare for final examinations. Therefore, final examinations and required meetings or classes are not to be given on any Reading Day. Requests for an exception to this rule must be approved by the dean of the college and Sandra Hurd, associate provost, and must be recorded in the Registrar's Office.

The University examination schedule is designed to prevent conflicts in students' examination schedules, to provide adequate study time during reading days, and to comply with the New York State instructional contact requirement. **Final examination days and times are assigned by the Registrar's Office and may not be changed.** Please note the examination time for your class(es), published in the *Schedule of Classes* and at <http://registrar.syr.edu>, and plan your syllabus accordingly. Requests for examination day/time changes may be considered in exceptional circumstances and must be submitted first through your chair and/or dean and then to the University registrar for approval. Exceptional reasons do *not* include faculty or student preference or concurrence for an earlier exam, or accommodation for faculty or student travel. It is the University's objective that students and faculty colleagues not be harmed or put at a disadvantage by well-intended changes.

EMAIL POLICY

Syracuse University has established email as a primary vehicle for official communication with students. Emergency notifications, educational dialogue, research and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice and culture.

An official email address is established and assigned by Information Technology and Services for each registered student, and current faculty and staff member. All University communications sent via email will be sent to this address. Faculty members will use the official University email address to communicate with a student

registered in their classes and administrative units will correspond with students via this address. (See <http://supolicies.syr.edu/it/email.htm>.)

POLICY ON STUDENT ACADEMIC WORK

If you use students' work in any way during a course, please be certain that your syllabus so indicates, as specified by University policy (Academic Rules and Regulations, 1.1):

In compliance with the federal Family Educational Rights and Privacy Act, works in all media produced by students as part of their course participation at Syracuse University may be used for educational purposes, ***provided that the course syllabus makes clear that such use may occur***. It is understood that registration for and continued enrollment in a course where such use of student works is announced constitute permission by the student.

After such a course has been completed, any further use of student works will meet one of the following conditions: (1) the work will be rendered anonymous through the removal of all personal identification of the work's creator/originator(s); or (2) the creator/originator(s)' written permission will be secured. As a generally accepted practice, honors theses, graduate theses, graduate research projects, dissertations, or other exit projects submitted in partial fulfillment of degree requirements are placed in the Library, University Archives, or academic departments for public reference.

VERIFICATION OF MEDICAL CONDITION

Excuses for class absences for medical reasons will be given only if such absences are advised by a health care provider at the Health Center, based on clinical findings and prescribed treatment recommendations. Excused notes will not be given solely to confirm a visit to the Health Center. (Excerpt from the Revised Policy "Verification of Medical Conditions" February 25, 1993.)

EFS/sb

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