

**SYRACUSE UNIVERSITY**  
**OFFICE OF THE VICE CHANCELLOR AND PROVOST**

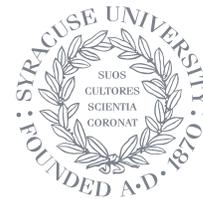
TO: Faculty and Instructional Colleagues  
FROM: Michele G. Wheatly  
DATE: August 15, 2016

SUBJECT: Important Reminders: Academic Integrity, Faith Tradition Observances, Disability Syllabus Statement, Academic Success, Registration, FERPA, Reading Day and Final Exams, Email Policy, Policy on Student Academic Work, Orange Alert, and Verification of Medical Condition

Welcome back to another exciting academic year! As we prepare to begin the new semester, I wanted to share some items of importance with you. The following matters pertain to the mutual obligations of faculty, staff, and students in ensuring a positive educational experience for all. Many of these obligations and the sample language provided below are also reflected in a syllabus template prepared by the University Senate. I recommend that you use the Senate template as the basis for your own syllabi. You can access the syllabus template at: <http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/>

Here is a quick summary of the key takeaway messages from the more detailed material that appears later in this memo. I urge you to review the details, as some policies, programs, and practices have changed:

- Promote academic integrity throughout your instructional activities and make sure to include a syllabus statement reminding students of their academic integrity obligations;
- If you use the “Turnitin” anti-plagiarism software program, you must use one of two approved methods for submitting student work;
- Remind students to register (within the first two weeks of the semester) their intentions to be absent from class for faith-based observances;
- As an instructor you are obliged to follow the university’s policies and federal law related to serving students with disabilities; the Office of Disability Services is your partner in these processes;
- Use regular office hours, the new OrangeSUCcess advising tool, and mid-semester progress reports to help promote student success;
- As a matter of fairness to all, do not allow unregistered students to attend your classes;
- Observe the university’s policies for reading days and final exams; do not reschedule final exams;
- The Family Educational Rights and Privacy Act (FERPA) protects student privacy and limits which kinds of student records you can share with individuals other than the student;
- University-issued email addresses ending in “syr.edu” are the primary method of communication with students; avoid FERPA problems that may occur if sending student information to non-syr.edu emails;
- You should notify students in your syllabus if you use plan to reuse their submitted work for educational purposes in current or future semesters;
- OrangeAlert is a critical mechanism by which members of the campus community learn about what



- to do in the event of an emergency; leave your phone on vibrate to make sure you receive alerts;
- Excuses for student absences from classes for medical reasons will be given to students when such absences are advised by a health care provider at the Health Center; simply visiting the health center is not a viable excuse for missing class.

## **ACADEMIC INTEGRITY AND TURNITIN USAGE**

Academic integrity is a core value of the University and one for which we all share responsibility. Please remember your role in fostering the highest ideals of academic honesty and integrity. The Academic Integrity Office (AIO) implements our policy for academic integrity developed in consultation with the University Senate.

As encouraged by the University Senate in April 2016, the AIO is pilot testing proposed revisions to the policy. The College of Engineering and Computer Science, the David B. Falk College of Sport and Human Dynamics, the School of Information Studies, and the College of Visual and Performing Arts are participating in the pilot during fall 2016. The existing academic integrity policy will remain in effect at the other Schools and Colleges with the exception of the College of Law, which operates under its own policy. Information about both the pilot and existing policy is available at <http://academicintegrity.syr.edu>. If and when the new policy obtains Senate and related approvals, we will provide an update, outreach, and training so that all schools and colleges can transition smoothly to the new policy.

Please include a statement about academic integrity in your syllabus. Suggested syllabus language for both the pilot and existing policy is available at <http://academicintegrity.syr.edu/suggested-syllabus-language/>. If you have additional academic integrity expectations beyond those established in the policy in effect at your School or College, these must be articulated in your syllabus. I encourage you to make use of AIO materials available at <http://academicintegrity.syr.edu/promoting-student-discussion/> to engage your students and colleagues in reflecting upon the importance of academic integrity.

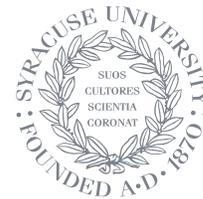
In order to comply with University policies and federal and state law, including privacy and intellectual property law, , instructors who plan to use the software program Turnitin for detection of potential plagiarism should state how they plan to use Turnitin on their syllabus and use one of the two submission methods listed below:

- 1) Students submit their own papers or other assignments directly to Turnitin via Blackboard so that both student and instructor can view the results; OR
- 2) Students sign a statement giving consent for submission of their papers to Turnitin.

A suggested Turnitin syllabus statement and suggested language for Turnitin consent forms can be found at <http://academicintegrity.syr.edu/turnitin-syllabus-statement/>.

## **FAITH TRADITION OBSERVANCES**

Syracuse University does not set aside non-instructional days for any religious holiday. *Students must notify*



*instructors by the end of the second week of classes when they will be observing their religious holiday(s). Please remind students in class of their obligations to do so.* Students will have access to an online notification form through MySlice for two weeks beginning on the first day of class.

SU's religious observances policy, found at [http://supolicies.syr.edu/emp\\_ben/religious\\_observance.htm](http://supolicies.syr.edu/emp_ben/religious_observance.htm), recognizes the diversity of faiths represented in the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their tradition. Under the policy, students should have an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors no later than the end of the second week of classes. Student deadlines are posted in MySlice under Student Services/Enrollment/My Religious Observances/Add a Notification. I ask you to include this information, as well as your expectations for how and when academic requirements will be made up, in your syllabus. I also ask you to remind students during the first week of classes about the notification deadline. Instructors may access a list of their students who have submitted a notification in the MySlice Faculty Center. Note that the religious observances icon will not appear unless a student in that class has submitted a notification.

#### **DISABILITY SYLLABUS STATEMENT**

It is our mutual obligation among faculty and staff to ensure 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 and consider using one or both of the optional additions to the statement that follow:

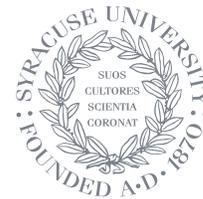
If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), <http://disabilityservices.syr.edu>, located at 804 University Avenue, room 309, or call 315-443-4498 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue "Accommodation Authorization Letters" to students as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

Many instructors also use some or all of the following language to introduce their disability syllabus statement:

Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. My goal is to create a learning environments that are useable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, I invite any student to meet with me to discuss additional strategies beyond accommodations that may be helpful to your success.

#### **SUPPORTING STUDENTS' ACADEMIC SUCCESS**

During the 2016-2017 academic year, the University is introducing the Orange SUccess advising tool to



enhance communications among faculty, staff, and students about student achievement in courses and other learning activities. As a faculty member you can support your students' success by logging into Orange SUccess from MySlice or Blackboard. Orange SUccess provides you with the opportunity to flag concerns about academic performance, attendance, and other issues, as well as to provide kudos to students who are doing well. Faculty will also be asked to complete progress surveys at week 3 and week 6 to provide feedback prior to the academic drop deadline. For more information, please visit <http://orangesuccess.syr.edu>.

All instructors should hold weekly office hours during which they are available to discuss course-related academic needs with students. Orange Success offers an optional online appointment scheduling tool to assist students with making appointments. Please be prepared to refer students to appropriate campus resources when students raise issues or concerns to which instructors are unable or unprepared to respond. Support staff in your school or college and staff in the Division of Student Affairs are available to assist you. In the event that you are unsure whom to contact, I recommend that you reach out to the Office of Student Assistance at (315) 443-4357 or [studentassistance@syr.edu](mailto:studentassistance@syr.edu).

#### **REGISTRATION POLICY**

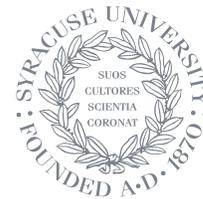
In light of the University's financial policies and in fairness to those who are properly enrolled, I remind you of the University's policy prohibiting students from attending, being evaluated, auditing, or otherwise participating in courses without being officially enrolled. Instructors may not allow students to attend classes or submit work unless they appear on the official class list or are attending with instructor approval for the purpose of making up an Incomplete (I) grade in a prior term. Check your class roster regularly to ensure that everyone attending is registered for the class. Read the full policy in the Academic Rules section of <http://coursecatalog.syr.edu>.

#### **READING DAY AND FINAL EXAM POLICIES**

Reading days are designed to allow students the maximum opportunity to prepare for final examinations so please do not schedule exams or required class meetings on any reading day. The exam schedule is designed to prevent scheduling conflicts, to provide adequate study time during reading days, and to comply with the New York State instructional contact hours requirements. Examination days and times are assigned by the Registrar and may not be changed. Exam times appear at <http://www.syr.edu/registrar/students/finalexams> and are available in MySlice > Faculty Center > My Exam Schedule. Please note the exam time and your planned use of the session in your syllabus. Requests for examination day/time changes are possible in extraordinary circumstances: please submit first through your chair and/or dean, the Registrar, and Office of the Provost for approval. Exceptional reasons do not include faculty or student preferences (even if there is concurrence for an earlier exam), nor as an accommodation for faculty or student travel.

#### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA governs both the access to and release of those records, known as education



records, and the information they contain. Under FERPA, faculty have a legal responsibility to protect the confidentiality of student records. For additional information about FERPA and SU's FERPA policy, see <http://supolicies.syr.edu/ethics/ferpa.htm> or contact the Office of the Registrar (315-443-3535).

## **EMAIL POLICY**

Syracuse University has established email as a primary vehicle for official communication with students, faculty, and staff. Emergency notifications, educational dialog, 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 (ITS) for each registered student, as well as for active faculty and staff members. All University communications sent via email will be sent to this address. Faculty and staff members must use the officially established University email address to communicate with students registered in their classes. Keep in mind that student records sent to a non-syr.edu email address may create a FERPA violation (See the complete policy at <http://supolicies.syr.edu/it/email.htm>)

## **POLICY ON STUDENT ACADEMIC WORK**

If you plan to use students' submitted work for educational purposes (for example, in a later class or a subsequent semester), University policy requires that you notify students in your syllabus (Academic Rules, Student Academic Work). The Senate Curricula Committee suggests the following language:

If you intend to use student work for educational purposes during the current semester:

Educational use of student work: I intend to use academic work that you complete this semester for educational purposes in this course during this semester. Your registration and continued enrollment constitute your permission.

If you intend to use student work for educational purposes in subsequent semesters:

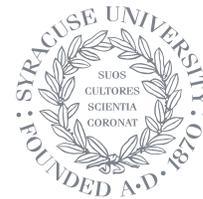
Educational use of student work: I intend to use academic work that you complete this semester in subsequent semesters for educational purposes. Before using your work for that purpose, I will either get your written permission or render the work anonymous by removing identifying material.

If you are teaching a course in which students will complete a capstone project required for the degree:

As a generally accepted practice, honors theses, graduate theses, graduate research projects, dissertations, or other capstone projects submitted in partial fulfillment of degree requirements are placed in the library, University Archives, or department for public reference.

## **ORANGE ALERT**

Orange Alert, SU's crisis notification system, uses text messages, phone, and email alerts to provide rapid notification and instructions to members of the University community in the event of a critical incident in



progress. Critical incidents could include an individual who is considered armed and dangerous, a hazardous materials incident, an explosion, or any other event in which there is an immediate threat of physical harm or death to campus community members. We recognize that faculty may consider activated cell phones as an interruption to their class. However, the public safety department recommends that faculty members leave their own cell phones on vibrate in order to receive text messages about a potential emergency situation. It is also recommended that faculty designate several class members to leave their cell phones on vibrate in order to receive notifications in the event of a critical incident. ORANGE ALERT contact information for students, faculty, and staff is drawn from the MySlice online information system; please keep your contact information current.

In the event of an emergency,

- Phone emergency line from on-campus: 711
- Phone emergency line from off-campus: 315-443-2224
- Phone emergency line from cell phone providers ATT/Verizon/Nextel: #78

For complete details on emergency procedures, visit: <http://emergencyguide.syr.edu/>.

#### **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. For complete details on excuse notes, visit: <http://health.syr.edu/students/policies.html>.

MGW/jms

xc: Chancellor Kent Syverud  
Interim Dean Sam Clemence  
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Rebecca Reed Kantrowitz  
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Mr. Brian Small  
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