



SYRACUSE UNIVERSITY

VICE CHANCELLOR AND PROVOST

TO: Faculty and Instructional Colleagues

FROM: Eric F. Spina 

DATE: August 18, 2014

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

Warmest greetings! I hope that your summer was both enjoyable and productive and that you 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) 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 suggested syllabus statement is available at <http://academicintegrity.syr.edu/suggested-syllabus-language/> and additional information concerning academic integrity at SU is available at <http://academicintegrity.syr.edu>.

FAITH TRADITION OBSERVANCES

Syracuse University does not have non-instructional days for any religious holiday and students must notify instructors by the end of the second week of classes when they will be observing their religious holiday(s).

SU's religious observances policy, found at http://supolicies.syr.edu/emp_ben/religious_observance.htm, recognizes the diversity of faiths represented among 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 are provided 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 My Slice 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.

Students will have access to an online notification form through MySlice for two weeks beginning on the first day of class. Instructors may access a list of their students who have submitted a notification in My Slice Faculty Center. Note that the religious observances icon will not appear unless a student in that class has submitted a notification. Because of the tremendous variation in the start and end dates of classes during summer sessions, the online notification process will only be available for fall and spring semesters.

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 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 with documented disabilities as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

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

Our community values diversity and seeks to promote meaningful access to educational opportunities for all students. Syracuse University and I are committed to your success and to supporting Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act (1990). This means that in general no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability.

The following sentence is an appropriate addition to the syllabus statement for those who wish to encourage students to meet with them individually:

You are also welcome to contact me privately to discuss your academic needs although I cannot arrange for disability-related accommodations.

SUPPORTING STUDENTS' ACADEMIC SUCCESS

All instructors should hold regular office hours in which they are available and prepared to talk with students about their course-related academic needs. Some instructors will be asked to complete a mid-semester progress report, to provide critical feedback to selected populations of students prior to the academic drop deadline. You should also be prepared to refer students to appropriate campus resources when students raise issues or concerns to which instructors are unable or unprepared to respond; student support staff in the schools and colleges and staff in the Division of Student Affairs are excellent resources in these situations.

REGISTRATION POLICY

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 that prohibits students from attending, being evaluated, auditing, or otherwise participating in courses without being officially enrolled. Instructors may not allow students to attend classes and/or submit work unless they appear on the official class list or are attending with the instructor's approval for the purpose of making up an Incomplete (I) grade. (See http://coursecatalog.syr.edu/2014/rules/4312_registration for the full text of the policy.)

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://www.syr.edu/registrar/staff/ferpa> or contact the Office of the Registrar (315-443-3535).

READING DAY AND FINAL EXAM POLICIES

The University examination schedule is designed to prevent conflicts in 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.** Requests to change room assignments are permissible. Please find class examination times published at <http://www.syr.edu/registrar/students/finalexams> and available in MySlice > Faculty Center > My Exam Schedule, 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, the University Registrar, and Associate Provost 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.

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 scheduled on any reading day. Requests for an exception to this rule must be approved by the dean of your college and Associate Provost Andria Costello Staniec and must be recorded in the Registrar's Office.

EMAIL POLICY

Syracuse University has established email as a primary vehicle for official communication with students, faculty, and staff. 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 (ITS) for each registered student, and active faculty and staff members. All University communications sent via email will be sent to this address. Faculty members will use the official University email address to communicate with students registered in their classes and administrative units will correspond with students via this address. (See the complete policy at <http://supolicies.syr.edu/it/email.htm>.)

POLICY ON STUDENT ACADEMIC WORK

If you use students' work for educational purposes, University policy requires that you notify students in your syllabus (Academic Rules, Student Academic Work). The 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 all your personal identification.

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

As you know, 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 widespread 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 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 as well in order to receive updated notification in the event of a critical incident. ORANGE ALERT contact information for students, faculty, and staff is drawn from the MySlice online information system and, therefore, your contact information should be kept 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>.

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