

# Important Syllabus Reminders

Welcome faculty and thank you for visiting this page. Below you will find important detailed material and suggested language for your syllabus.

**Important reminders:** Academic Integrity | Attendance Policy | Office of Disability Services | Email Policy | FERPA | Faith Tradition Observance | Orange Alert | Policies on Student Academic Work | Reading Day and Final Exams | Registration | Supporting Students' Academic Success

## ACADEMIC INTEGRITY and TURNITIN USAGE

Our revised Academic integrity Policy, effective as of January 1, 2017, is designed to achieve four goals— increased effectiveness, increased fairness, increased flexibility, and increased efficiency. 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.

### **New Suggested Academic Integrity Syllabus Language**

“Syracuse University’s Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. Syracuse University students are required to read an online summary of the University’s academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.

***[Insert here any course specific expectations consistent with the Academic Integrity Policy.]***

***Faculty and instructors wishing to exercise their option to levy grade sanctions up to and including course failure for any violation level should inform students of this intent by including a statement to this effect in their syllabus. Suggested language appears below.]***

The Violation and Sanction Classification Rubric establishes recommended guidelines for the determination of grade penalties by faculty and instructors, while also giving them discretion to select the grade penalty they believe most suitable, including course failure, regardless of violation level. Any established violation in this course may result in course failure regardless of violation level.”

## Syllabus Statement, Guidelines and Consent Forms for Instructors Who Use Turnitin

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 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.

**Instructors who use Turnitin should also include a syllabus statement informing students that they plan to use Turnitin and describing how they will use it.** The example below is designed for courses in which the instructor allows students to submit their papers to Turnitin before the instructor does so. Instructors should tailor their syllabus statement to specify how they will use Turnitin in each course.

*“This class will use the plagiarism detection and prevention system Turnitin. You will have the option to submit your papers to Turnitin to check that all sources you use have been properly acknowledged and cited before you submit the paper to me. I will also submit all papers you write for this class to Turnitin, which compares submitted documents against documents on the Internet and against student papers submitted to Turnitin at Syracuse University and at other colleges and universities. I will take your knowledge of the subject matter of this course and your writing level and style into account in interpreting the originality report. Keep in mind that all papers you submit for this class will become part of the [Turnitin.com](http://turnitin.com) reference database solely for the purpose of detecting plagiarism of such papers.”*

\* The consent statement should be signed and dated and should include language authorizing the instructor to submit student papers or assignments “to the plagiarism detection and prevention system Turnitin.” The consent statement should make clear that submitted student work will be compared to other student papers as well as to Internet documents and will become part of the Turnitin.com reference database, for example:

*“By signing below, I give permission for the submission of all work I turn in for [COURSE NAME] to the plagiarism detection and prevention system Turnitin, which compares submitted documents against documents on the Internet and against student papers submitted to Turnitin at Syracuse University and at other colleges and universities. I understand that all assignments submitted for this class will become part of the [Turnitin.com](http://turnitin.com) reference database solely for the purpose of detecting plagiarism of such papers.”*

## ATTENDANCE POLICY including Verification of Medical Condition

Attendance in classes is expected in all courses at Syracuse University. It is a federal requirement that students who do not attend or cease to attend a class to be reported at the time of determination by the faculty that the student never attended or stopped attending the class. Faculty should use Early-Semester Progress Reports and Mid-Semester Progress Reports in Orange SSuccess to alert the Registrar and Financial Aid Office. For more information visit: <http://registrar.syr.edu/faculty-staff/non-attendance/>

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/faqs/index.html>

## 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) located at 804 University Avenue, third floor or go to the ODS website at [disabilityservices.syr.edu](http://disabilityservices.syr.edu) and click current students tab to register on-line. You may also call 315.443.4498 to speak to someone regarding specific access needs. ODS is responsible for coordinating disability-related accommodations and will issue 'Accommodation Letters' to students as appropriate. Since accommodations may require early planning and 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 as your instructor 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 you to meet with me to discuss additional strategies beyond accommodations that may be helpful to your success.

Furniture may be placed in your classrooms for specific use by students with disabilities. This furniture is generally labelled with signs that request that it is not to be moved per the Office of Disability Services. Students with disabilities rely on this furniture to remain where it's placed within the classrooms. If you do not have a student who requires this furniture and want to move it to a different location during your class, please return the furniture to its original location before leaving the room. This will ensure that students who need the furniture will have the access that they require.

Note that some students may be accompanied to classes by a service animal. *Students are not required to provide prior notice of this to the University.* If it is not readily apparent the student is disabled, students can be asked two questions, do you have this animal due to a disability and what tasks does it perform for you? Emotional Support Animals are different than services animals and are typically only approved to reside in a student's housing location/room.

## 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 all 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>)

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 Syracuse University's FERPA policy, see <http://supolicies.syr.edu/ethics/ferpa.htm> or contact the Office of the Registrar (315.443.3535).

## FAITH TRADITION OBSERVANCES

Syracuse University does not set aside days for any religious holiday. **Students must notify instructors by the end of the second week of classes** for regular session classes and by the submission deadline for flexibly formatted 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.

Syracuse University'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 for regular session classes and by the submission deadline for flexibility formatted 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.

## ORANGE ALERT

Orange Alert, Syracuse University'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/>.

## **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 Committee on Curricula 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.

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

Reading days are designed to allow students the maximum opportunity to prepare for final examinations. Please do not schedule exams or required class meetings on any reading day. The exam schedule is designed to reduce 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. Early in the semester, you may wish to remind your students to check their own exam schedules in MySlice to detect any conflicts in time to resolve them.

Please note the exam time for your course 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.

## **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>.

## SUPPORTING STUDENTS' ACADEMIC SUCCESS

**Orange SUccess** is the platform used to help students succeed by providing timely feedback on academic progress. Timely feedback from faculty members can also enhance advisor efforts. Several opportunities will be provided to offer feedback to students:

- **Early-semester progress reports (ESPR's)**, with a primary focus on attendance, will be deployed after the third week of the semester. This allows students to make behavior changes before they fall too far behind. Faculty are expected to complete the ESPR survey. Note that the system provides immediate email notifications to students.
- **Mid-semester progress reports (MSPRs)** also occur through Orange SUccess and will follow the academic calendar. Faculty are expected to provide feedback for all students in their classes. Note that the system provides immediate email notifications to students.

At any time during the semester, faculty may provide real-time feedback to students by raising early alerts in Orange SUccess. As mentioned above, these system provides immediate email notifications to students of alerts. Advisors can review attendance and progress indicators during advising meetings.

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