




## SYRACUSE UNIVERSITY

VICE CHANCELLOR AND PROVOST

**TO:** Faculty and Instructional Colleagues

**FROM:** Eric F. Spina 

**DATE:** August 24, 2009

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

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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), led by director Dr. Gary Pavela, 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 students represent a diversity of faith traditions. Because of this I 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. Students will not be charged any fees for 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. (Academic Rules and Regulations, 2.1)

As noted on the University's academic calendar, no classes will be held on the following dates:

- Monday, September 21; Eid ul-Fitr
- Monday, September 28; Yom Kippur
- Friday, April 2, Good Friday

There are other faith tradition observances that fall throughout the semester when classes are in session. I ask that you make appropriate accommodations 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. For more detailed information about traditional dates of faith-based observances, please see 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 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 students with documented disabilities "Accommodation Authorization Letters," 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. Instructors 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**

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

