**Memorandum**

**To:** Li Wendong, The Teacher of Academic Communication Skill

**From:** Zhu Jianxu, Student of Telecommunication Engineering and Management

**Date:** May 31, 2015

**Subject:** Summary of important academic policies in colleges

**INTRODUCTRY SUMMARY**

This is a report about summary of important academic policies in colleges, and the report mainly focuses on some of the policies such as academic freedom, academic honesty and so on, which will improve the environment of the academy. I will list my research in the below to show the important points of the academic policies. I hope every college students can get good ideas to protect the academic environment from the memo.

**ACADEMIC FREEDOM**

Freedom to search for truth and to teach and learn without fear of arbitrary interference is a first principle of a community of learning, and College classes should be conducted in that spirit.  Members of the teaching faculty, without regard to specific conditions of appointment, and students should enjoy the privileges and responsibilities of academic freedom.

**ACADEMIC HONESTY**

To foster integrity in all academic work, instructors are expected to insist on high standards of honesty and integrity in their classes.  Because of the seriousness of plagiarism or academic dishonesty, students are urged to consult with their instructors if they have questions about the attribution of sources. A violation of academic honesty is among the most serious matters in an academic community. An instructor who suspects a student of academic dishonesty is required to present the evidence to the chair of his or her department.  If the chair concurs, he or she reports the alleged violation to the Chair of the Academic Infractions Board.  In the interest of helping students avoid inadvertent infractions, faculty are expected to specify in their syllabi the forms that academic infractions may take in the particular kinds of work required in their courses and should always respond to student inquiries about these matters.  All faculty are asked to include a statement of academic integrity on their syllabi.

**CLASS ATTENDANCE**

Students should be notified of the instructor’s attendance policy in each class, by a statement in the course syllabus. Generally, students are expected to attend all lectures, laboratories, and other scheduled course sessions.  Students absent from class, even for an excused reason, bear full responsibility for minimizing the loss.

**COURSE EVALUATIONS**

Course evaluations will be available online during the last week of the semester. Students will respond to college form questions by choosing from a scale of five responses the one that best represents their opinion.  Once this information is tabulated, responses will be available to the faculty member and the Provost.  The faculty member will have access to the results as quickly as they are compiled.

**CONCLUTION**

In the memo we can see some important academic policies, however all of them contribute to improving a freedom and good academic environment, Academic freedom is the belief that the freedom of inquiry by faculty members is essential to the mission of the academy as well as the principles of academia, and that scholars should have freedom to teach or communicate ideas or facts. Student must obey these points which will bring a good academic environment.