**SYRACUSE UNIVERSITY STUDENT POLICIES & SERVICES**

## University Attendance Policy

Attendance in classes is expected in all courses at Syracuse University. Students are expected to arrive on campus in time to attend the first meeting of all classes for which they are registered. Students who do not attend classes starting with the first scheduled meeting may be academically withdrawn as not making progress toward degree by failure to attend. Instructors set course-specific policies for absences from scheduled class meetings in their syllabi.

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. Faculty should use “ESPR” and “MSPR” in Orange Success to alert the Office of the Registrar and the Office of Financial Aid. A grade of NA is posted to any student for whom the Never Attended flag is raised in Orange SUccess. More information regarding Orange SUccess can be found [here](http://orangesuccess.syr.edu/getting-started-2/), at <http://orangesuccess.syr.edu/getting-started-2/>.

Students should also review the University’s religious observance policy and make the required arrangements at the beginning of each semester.

**Syracuse University Policies**: Syracuse University has a variety of other policies designed to guarantee that students live and study in a community respectful of their needs and those of fellow students. Some of the most important of these concern:

**Diversity and Disability** (ensuring that students are aware of their rights and responsibilities in a diverse, inclusive, accessible, bias-free campus community) can be found [here](https://www.syracuse.edu/life/accessibilitydiversity/), at: <https://www.syracuse.edu/life/accessibilitydiversity/>.

**Religious Observances Notification and Policy** (steps to follow to request accommodations for the observance of religious holidays) can be found [here](http://supolicies.syr.edu/studs/religious_observance.htm), at: <http://supolicies.syr.edu/studs/religious_observance.htm>

**Orange SUccess** (tools to access a variety of SU resources, including ways to communicate with advisors and faculty members) can be found [here](http://orangesuccess.syr.edu/getting-started-2/), at:

<http://orangesuccess.syr.edu/getting-started-2/>

**Disability-Related Accommodations**: Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. There may be aspects of the instruction or design of this course that result in barriers to your inclusion and full participation in this course. I invite any student to meet with me to discuss strategies and/or accommodations (academic adjustments) that may be essential to your success and to collaborate with the Center for Disability Resources (CDR) in this process.

If you would like to discuss disability-accommodations or register with CDR, please visit Center for Disability Resources. Please call (315) 443-4498 or email

[disabilityresources@syr.edu](mailto:disabilityresources@syr.edu) for more detailed information.

CDR is responsible for coordinating disability-related academic accommodations and will work with the student to develop an access plan. Since academic accommodations may require early planning and generally are not provided retroactively, please contact CDR as soon as possible to begin this process. <https://disabilityresources.syr.edu/>

**Academic Integrity Policy:**

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. SU 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.

**General Guidance for Instructors**

**Use of Turnitin**: (In order to comply with University policies and federal and state law, instructors who plan to use the software program Turnitin, are required to notify students in advance using syllabus language and one of two methods outlined here: <https://provost.syr.edu/important-syllabus-reminders/>

**Academic work** completed during a semester may be used by professors for educational purposes in courses during the semester. Students’ registration and continued enrollment constitute consent for this purpose. Before using students’ work for educational purposes in subsequent semesters, professors will either request students’ permission in writing and render the work anonymous by removing all personal identification.