



- a. Instructor's name, office, and office hours
- b. Course schedule and syllabus, including course objectives
- c. Method of grading and/or grade scale
- d. Approximate number and type of major examinations, papers, and projects
- e. Other factors influencing the student's grade
- f. Class attendance policy, including the faculty member's policy on withdrawing students for excessive unexcused absences

Note: Because regular and punctual class attendance is typically associated with higher course grades, faculty should encourage students to attend all of their classes. For example, faculty may base students' grades partly on activities and assignments that require the students' presence in class. Keep in mind, though, that a component of a course grade based solely on student attendance and not on the quality of work performed while in attendance is problematic. In addition, keep in mind it is difficult to defend policies that fail to provide students with opportunities to make up missed assignments or exams when feasible and when a student's absence results from a valid reason (e.g., documented illness, death of a family member). If valid student absences are so numerous that it is not feasible to make up the work or exams, students should be advised of any available and appropriate alternatives given their particular circumstances (e.g., request to resign from the university for serious medical reasons). Please strive for class attendance and make-up policies that encourage responsible student behavior and that deal humanely with legitimate life circumstances that require students to be absent from class.

- g. The following statement: "If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Room 111, Student Union. No accommodations will be granted without documentation from the Office of Disability Services."
- h. A statement reflecting University policy that the classroom is not a place for children or other family members, and that students are not to bring their family members for day care or baby sitting.
- i. A statement of the instructor's expectations regarding student behavior/classroom decorum. An example is available at [http://www.selu.edu/admin/provost/documents/syllabi\\_statements.pdf](http://www.selu.edu/admin/provost/documents/syllabi_statements.pdf).
- j. A statement of the instructor's expectations regarding e-mail communication and that only Southeastern's e-mail addresses will be used per University policy.
- k. A statement reflecting the instructor's expectations regarding academic integrity. An example statement is available at [http://www.selu.edu/admin/provost/documents/syllabi\\_statements.pdf](http://www.selu.edu/admin/provost/documents/syllabi_statements.pdf).
- l. A statement reflecting the instructor's expectations regarding the detection of plagiarism through use of Turnitin.com is available at [http://www.selu.edu/admin/provost/documents/syllabi\\_statements.pdf](http://www.selu.edu/admin/provost/documents/syllabi_statements.pdf). (This statement is not required if Turnitin.com will not be used.)

Additionally, a current knowledge base for each course (i.e., a reference list of books, journals, manuscripts, and other scholarly materials used as the foundation in teaching a course) needs to be on file in the office of the department head.

5. Instructors are to provide each student with an evaluation of progress in a course no later than:
  - a. One week after the midpoint of a fall or spring semester
  - b. Two class days after the midpoint of a summer session
  - c. One class day after the midpoint of a term or interim session.
6. In accordance with University policy and federal financial aid legal requirements, each faculty member shall keep a permanent attendance record for each class. Please understand this is a federal requirement; it is not an individual choice. Failure to maintain a class attendance record can result in legal difficulties for the university, faculty member, and student. When any student receives excessive unexcused absences (e.g., ten percent of the total classes) in any class prior to the established withdrawal date, the instructor may withdraw the student with a grade of W.

When a student withdraws from a class or resigns from the University on or before the designated withdrawal deadline (see number 2 above), the appropriate grade shall be "W." Students who remain in the course after the deadline will receive the appropriate grade as assigned by the instructor based on work done in the course.

Please note that Change of Grade forms must be delivered by appropriate University personnel and may not be sent through the mail.

7. Per the Faculty Handbook, employees may have family members or others visit for a brief period, but they are not to bring family members to class or to the office for day care or babysitting.
8. Grades will be due as scheduled in a later memorandum.

Thank you.