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| A picture containing text  Description automatically generated | Additional Syllabus Content |

# \*\*NOTE: Not all the content listed below is required to be on each syllabus, nor will it all be relevant to each course offered in the School of Arts and Sciences. Please see the DOPS policy ([DOPS I:16:00](http://bscintra.buffalostate.edu/dops/policysect1/011600.pdf)) on required syllabi content. The information below may be useful to faculty and students.

# Professional Expectations

Participation: By enrolling in this course, each student makes the tacit commitment to participate. Class participation involves more than mere physical presence. Students are expected to be actively involved in the class. Students are encouraged to ask relevant questions and contribute to the over-all learning environment of this course.

Attendance: Regular attendance is expected for every class. The School of Arts and Sciences allows instructors to consider attendance and participation in calculating the student’s final grade. In general, attendance policies do not reward class attendance but rather they may penalize non-attendance. Students are expected to come to every class meeting on time and prepared to participate. Working on an assignment for this or any other course is no excuse for missing class or arriving late.

* NOTE: If attendance is required, indicate on the syllabus how (e.g., sign-in sheet, by instructor) and when (e.g., every class, occasionally) attendance will be taken.

Excusable Absences: The School of Arts and Sciences allows instructors to excuse absences that are related to personal illness or medical emergency, death or critical illness in the immediate family, jury duty, military duty, religious observances, or participating in college-related activities such as varsity sports. Students should notify instructors prior to missing class for excusable absences or within 24 hours after the class meeting. Documentation may be required.

Non-Excusable Absences: The School of Arts and Sciences does not consider the following as excusable reasons for missing class: vacation, job-related responsibilities, working on class assignments, activities sponsored by other departments or classes, child-care responsibilities, or extended personal leave. Students should schedule activities that do not justify excusable absences – such as job or internship interviews, or non-emergency medical appointments – outside of class times.

Preponderance of Absences: Even when specific absences may be excused, there may come a point at which too many absences make it impossible for students to meet the course requirements. The instructor thus may advise students with many absences (regardless of the reason) to withdraw from the course – not as penalty for having missed class but simply as recognition that the student is unable to complete class assignments.

Penalty for Non-Attendance: *insert your policy*

Penalty for Arriving Late or Leaving Early: *insert your policy*

Missed Assignments: If students miss class for any reason, they are responsible for obtaining notes and announcements from another student. The instructor will provide handouts if the student requests.

Mutual Respect: Students can expect to be treated with respect by the instructor and other students. Likewise, anyone enrolled in this course is expected to treat the instructor and fellow students with respect and to act in a dignified manner at all times. Class discussions are to be conducted in an environment of respect and tolerance for people and their ideas.

Classroom Behavior: The instructor will not tolerate student behavior that is disruptive of the educational environment. Improper classroom behavior includes arriving late and/or leaving early; using cell phones and computers in activities unrelated to class work; any type of harassing, intimidating, belligerent, or abusive language or action; or any behavior that is distracting to the instructor or other students. Instructors may remove students who they determine are disrupting the educational process.

**Disruptive Behavior:** *see statement on the SAS* [Syllabus Statements webpage](https://artsandsciences.buffalostate.edu/syllabus-statements)

Academic Grievances: *see statement on the SAS* [Syllabus Statements webpage](https://artsandsciences.buffalostate.edu/syllabus-statements)

* Students should be aware of the appropriate processes for complaints, grievances, and appeals. University policy is outlined at <http://bscintra.buffalostate.edu/dops/policysect1/011702.pdf>.

Food and Drink: In general, students should not expect to snack during this course. Any beverages brought into class should be in containers. Under no circumstances may food or drink be used around computers or other equipment.

Technology: Students should silence cell phones during class. Texting and use of headphones are prohibited. Use of computers and other digital devices unrelated to course material is prohibited.

Safety: The university wants all students to feel safe on campus. Be alert and exercise reasonable caution. Become familiar with campus safety services. Departments may have particular procedures for operating equipment and for working in campus spaces outside of class meeting times. It is at the discretion of course instructors to determine if students are capable of operating equipment safely. For campus emergencies, contact University Police at 878-6333.

# Academic Expectations

Workload: Each student begins every class with the presumption that s/he is an average student capable of working at this level. Students will determine their grade from this basis according to their academic performance. For students to be academically successful, the School of Arts and Sciences recommends the standard of two hours out of class for every hour in class. Students should expect to spend adequate time in reading, researching, writing, working on projects, preparing homework, studying for exams, and so on. This is known as *independent learning*, a hallmark an educated person.

**Academic Misconduct policy:** *see statement on the SAS* [Syllabus Statements webpage](https://artsandsciences.buffalostate.edu/syllabus-statements)

* NOTE: Consider indicating whether or not and/or how you will impose a grade penalty (e.g., a failing grade for the coursework in question) for an admission of academic misconduct. No penalty for an alleged instance of academic misconduct may be imposed unless the student has been apprised of the allegation, the penalty, and the procedures of due process that are available under the [Academic Misconduct policy](http://bscintra.buffalostate.edu/dops/policysect1/011703.pdf).
* NOTE: Student guidelines on avoiding plagiarism are available at Butler Library: [Avoiding Plagiarism](https://library.buffalostate.edu/home/citationhelp#s-lg-box-22928603)

Accommodations: *see statement on the SAS* [Syllabus Statements webpage](https://artsandsciences.buffalostate.edu/syllabus-statements)

Academic Assistance: *see statement on the SAS* [Syllabus Statements webpage](https://artsandsciences.buffalostate.edu/syllabus-statements)

Include your policies on the following:

* Late Assignments
* Make-Up Work
* Extra-Credit Work
* Grading Criteria for This Course
* Grading Scale for This Course

Standard Grading Criteria: Following are guidelines for the School of Arts and Sciences on grade standards:

Grades that are calculated in the GPA:

A – Superior. Student works at an excellent level. Work is complete, well presented, and reflective of exceptional standards of superior quality. This grade indicates a student who has mastered the subject; it is not an impossible grade to achieve, but it is rare and difficult to come by.

B – Good. Student works at a commendable level. Work is generally complete, adequately presented, and reflective of above-average standards. This grade signifies solid accomplishment and generally indicates a student whose work is of consistently high quality.

C – Average. Student works at a minimally satisfactory level. Work is relatively competent, adequately presented, and/or reflective of minimally acceptable standards. This grade signifies work that is average and suggests an understanding sufficient for continued study in the discipline. It is considered a borderline grade for courses in a student’s major.

D – Unsatisfactory. Student works at a substandard level. Work is incomplete and poorly presented. This grade indicates inferior work, demonstrating only a negligible level of understanding.

E – Failure. Student works at an unacceptable level, generally indicating a clear lack of effort or interest. It also may be the result of cheating, reflecting student behavior that violates guidelines for academic integrity.

Grades that are not counted in the GPA:

P – Pass/Fail. Students with a 2.0 GPA may request a pass/fair grade instead of a letter grade for one course a semester in a course not used to satisfy degree work in their major.

I – Incomplete. Students may request a temporary grade of “incomplete” if they (1) have completed most of the work associate with the course, and (2) can document serious medical, legal or similar last-minute obstacles to completing course requirements. Such obstacles must be beyond the student’s control. Incompletes cannot be given because a student has procrastinated and fallen behind in their work. Students must submit work to satisfy the incomplete or the course grade will change to “E.”

W – Withdraw. Students may withdraw from this course through Banner online at any time prior to the withdraw deadline, generally about the 10th week of the semester. By withdrawing, the student will receive no grade for the course. Withdrawing does not negatively affect a student’s GPA.

NOTE: While effort and hard work are encouraged, they do not guarantee high grades. Rather, for most students, they are the means to achieving grades. In this course, students are evaluated on the basis of their academic output, not the effort they put into the course.

# Student Acknowledgement

Each student should print this page, sign it, and give it to the instructor.

□ I have received and read a copy of this Syllabus for      .

□ I understand that I will be held accountable for following the procedures and meeting the standards outlined in this syllabus.

Student Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student contact information: Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_