

Temple University Syllabus Policies

Disability Disclosure Statement

Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) in 100 Ritter Annex (drs@temple.edu; 215-204-1280) to request accommodations and learn more about the resources available to you. If you have a DRS accommodation letter to share with me, or you would like to discuss your accommodations, please contact me as soon as practical. I will work with you and with DRS to coordinate.

Statement on Academic Rights & Responsibilities

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed at policies.temple.edu.

Academic Honesty

According to the University Student Code of Conduct, students must not commit, attempt to commit, aid, encourage, facilitate, or solicit the commission of academic dishonesty and impropriety including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. Violations may result in failing the assignment and/or failing the course, and/or other sanctions as enumerated in the University Code of Conduct, which can be accessed at <https://studentconduct.temple.edu/policies>

Counseling Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These concerns or stressful events may lead to diminished academic performance and ability to participate in daily activities. Counseling services are available to assist you. Please refer to the Tuttleman Counseling Center at <https://counseling.temple.edu/>

Student Success Center

The Student Success Center (SSC) is a comprehensive, "one-stop-shop" academic support center serving graduate and undergraduate students at Temple University. The SSC supports a global community of undergraduate and graduate students as they participate in the academic and cultural environment of Temple University. SSC assists students navigate the complex processes of acquiring formal academic knowledge and integrating it into their own creative, intellectual, and professional pursuits. The SSC offers a range of programs and services including tutoring, workshops, retreats, colloquia, and more.

<https://studentsuccess.temple.edu/index.html>

Sexual Misconduct

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. Please refer to the University policy on sexual harassment at: <https://secretary.temple.edu/sites/secretary/files/policies/04.82.01.pdf> or <https://secretary.temple.edu/sites/secretary/files/policies/04.82.02.pdf>

Additional resources related to sexual harassment and ways in which to report an incident can be found at: <http://sexualmisconduct.temple.edu/>

Library Resources

Students may request appointments with Librarians, who can provide targeted assistance at all stages of your project, including exploring a topic, test-driving Temple's academic research tools, and identifying and citing sources. A Subject Librarian has particular skills to focus on your major or the class you are taking. If you don't know your Subject Librarian feel free to reach out to any librarian who will help you make that connection. Schedule appointments individually or in small groups. Easy access to program specific resources may be found in Library research guides <https://library.temple.edu/>

Continuity of Instruction in Event of Emergency

It is recommended that students register for the TUAAlert System to be made aware of University closures due to weather or other emergency situations and follow all additional university-wide emergency instruction. Students can register for this system on the following site: <https://safety.temple.edu/emergency-preparedness/get-educated/tualerts/receive-sms-tualerts>. In the event of an emergency, class materials/instructions will be provided in a web-based format via Canvas or web-ex. Students registered for the class will be alerted to any alternate testing procedures and submission of assignment requirements from the instructor via email.

Permission to Record

Due to the potentially sensitive nature of the material discussed in class, recording of lectures and guest speakers is not permitted without express permission of the faculty member. Recording of lectures as a disability accommodation is permitted, but individual students should speak with the course instructor in advance so that it can be done appropriately and respectfully of those participating in class discussion. Students may not reproduce, sell or otherwise distribute any recorded materials for purposes other than educational reasons.

General Policies

All University policies can be found in Temple's Bulletin: <https://bulletin.temple.edu/>

Incomplete

A student may be eligible for an “Incomplete” grade only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student’s control. The student is responsible for initiating this process and all incomplete forms must be sent to the Assistant Dean for Undergraduate Affairs to the term’s grading deadline. <https://bulletin.temple.edu/undergraduate/academic-policies/incomplete-coursework/>

Withdrawal from the Course

If a student wishes to withdraw from a course, it is the student’s responsibility to meet the deadline for the last day to withdraw within the current semester