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| **TYPE OF POLICY** | **POLICY/STATEMENTS** |
|  | The following policies SHOULD BE included in syllabi IF APPLICABLE to the course. These policies are created by each course director, in accordance to how they manage their course. Suggested language and/or content is provided. |
| **Attendance** | **What to include:**  ***A statement that includes attendance expectation, consequence(s) for not attending, and what you expect students to do (i.e., contact you, contact clinic clerk, make arrangements, etc.) in the event of an excused or unexcused absence.*** |
| **Late Course Work**  Updated June 2019 | **Example Statement - EDIT to reflect your expectations and grading:**  *Unless you have notified the instructor ahead of a due date and received his or her approval, a student will be penalized for completing coursework late. The penalty will be at the discretion of the instructor but will typically be a reduction of XX% per late day. Coursework more than one week late will typically not be accepted unless prior arrangements have been made with the faculty member.* |
| **Missed/Make-up Exam**  Updated June 2019 | **INCLUDE University Statement:** Students at The University of Iowa are permitted to make up exams missed due to religious holidays, illness, or unavoidable circumstances. [Part III, Chapter 22, Section 10, "Religious Diversity and the University Calendar", of the University Operations Manual](https://opsmanual.uiowa.edu/human-resources/paid-absences/religious-diversity-and-university-calendar). Arrangements should be made prior to testing. ***Example Statement - EDIT to reflect your guidelines:***  Make-up exams for unexcused reasons (stated above) will be given at the discretion of the course director and be penalized accordingly. |
| **Extra Credit** | ***Example Statements - EDIT to reflect your policies:*** No extra credit is available for this course.   OR An opportunity to earn extra credit will be given in this course.  Credit awarded for quality of work and adherence to due dates for specified assignments. |
| **Plagiarism Detection** New June 2019 | ***You must notify students PRIOR to utilizing plagiarism software such as Turnitin. Students should submit assignments through ICON. It is highly recommended that faculty DO NOT submit assignments.***  All required writing assignments may be submitted to a plagiarism-detection tool Turnitin. Turnitin is a software resource intended to address plagiarism and improper citation. The software works by cross-referencing submitted materials with an archived database of journals, essay, newspaper articles, books, and other republished work. In addition, other methods may be used to determine the originality of assignment/papers. This software is not intended to replace or substitute a faculty member’s judgement regarding detection of plagiarism. |

Policies updated January 2019. Added and updated in syllabus for the 2019-20 AY.

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|  | | **The following Collegiate policies MUST BE INCLUDED in ALL syllabi; however, course directors can include additional information pertinent to their course.** | |
| **Professionalism & Academic Integrity** New June 2019 | | Students are expected to adhere to the CoD Professional and Academic Code of Conduct found in the Student Handbook on the Intradent: <https://intradent.dentistry.uiowa.edu/>. Students are expected to maintain standards of professionalism in regard to their academic performance and are expected to protect the integrity of their work at all times during the course, whether in the classroom, laboratory or clinic. For further information and examples, students should refer to the College of Dentistry Student Handbook found on the Intradent: <https://intradent.dentistry.uiowa.edu/> and The University of Iowa Code of Student Life: <https://dos.uiowa.edu/accountability/>. COD Student Handbook Reference: Section VI Student Services, Professional & Academic Code of Conduct, Students in the Academic Environment             Violations of the standards and behaviors outlined in the Code of Conduct will be referred to the Collegiate Academic and Professional Performance (CAPP) Committee for review.  Breach of the Code of Conduct can result in a range of disciplarny actions including failure on an assignment, failure of a course, or even dismissal from the College.  ***If you have specific policies and/or protocols in your course regarding cheating/academic misconduct or professionalism specify here Example Statements:.*** All students will be required to sign an exam attestation form before each exam and are expected to follow testing protocols as outlined by the course director. OR Anyone caught cheating on a quiz, exam or assignment will receive a failing grade and will also be reported to the Office for Student Affairs and CAPP Committee. | |
| **Remediation & Retakes**  Updated June 2019 | | Remediation plans (to occur before a retake of an exam or course) will be developed based on individualized student performance as needed in consultation with the course director and the Office for Student Affairs and Education.  Failed exam retakes will be at the discretion of the course director and impact final grades accordingly.  ***Example Statement – Provide additional information regarding exam retakes if applicable and EDIT accordingly:***  *In the event of a failed exam, students will be allowed to retake the exam X amount of time(s) after specified remediation has occurred. An exam retake grade will be XX% less than full credit.* | |
| **Resources for Additional Help** | | It is the student's responsibility to ask for help and seek additional resources if needed to perform successfully in a course. Students should first contact the course director and then consult the Office for Student Affairs. | |
| **Course/Faculty Evaluation** | | The College of Dentistry utilizes an online course and faculty evaluation system at the end of each course. Constructive student feedback is imperative and valued for continual curricular improvements and faculty development. Student feedback is completely anonymous through the online system.  ***Example Statements - Provide additional information if applicable and EDIT accordingly:*** X amount of extra points will be given to the entire class if an 80% response rate is attained.AND/ORDesignated time in class will be given to complete the course evaluation.  If you are unable to attend this class, completing the evaluation on your own time will be appreciated. | |
| **Faculty-Student Communication** New June 2019 | | University policy specifies that students are responsible for all official correspondence sent to their standard University of Iowa email address (@uiowa.edu). Students are to use appropriate and professional etiquette when communicating with all College faculty and staff. ***Also include:*** A statement describing what/if other forms of electronic communication will be employed for student contact and the **expectations for typical response times** (i.e., you will respond to students within a 24 hour period). | |
|  | | **The following University or Collegiate policies MUST BE INCLUDED in ALL syllabi. DO NOT EDIT.** | |
| **Use of Old Exams** | | *\*Applicable to all exams, not just multiple-choice exams.*   1. Faculty will NOT be mandated to release old exams. 2. Neither faculty nor students will consider it cheating if students use old exams, and there will be no action taken by the College against students who use old exams.   \*In this context, an “old exam” means any printed or electronic copy of a verified original version of an exam (or portion of an exam) from a prior academic year.  While College of Dentistry students take courses offered by other colleges in the University, this policy only applies to those courses originating in the College of Dentistry.  Contact the Office of Student Affairs if you have questions about whether a course is covered by the policy. | |
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| **Accommodations for Disabilities** The University of Iowa *Revised 9/2017* | | The University of Iowa is committed to providing an educational experience that is accessible to all students. A student may request academic accommodations for a disability (which includes but is not limited to mental health, attention, learning, vision, and physical or health-related conditions). A student seeking academic accommodations should first register with Student Disability Services (SDS) and then meet with the course instructor privately in their office to make particular arrangements. Reasonable accommodations are established through an interactive process between the student, instructor, and SDS. See [http://sds.studentlife.uiowa.edu/](http://sds.studentlife.uiowa.edu/%20) for information.  *COD Student Handbook Reference: Section VI, Student Services, Student Academic Accommodations Policy.* | |
| **Nondiscrimination Statement** The University of Iowa Office of Affirmative Action *Revised 9/2017* | | The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, The University of Iowa, 202 Jessup Hall, Iowa City, IA, 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.  The university's Nondiscrimination Statement must be included in all departmental publications, such as brochures, pamphlets, manuals, and guidebooks, describing or inviting participation in programs affiliated with the University of Iowa. The inclusion of the Nondiscrimination Statement is required by federal regulation and is designed to make clear to prospective applicants or participants the university's commitment to equal opportunity in employment and equal access to its programs and activities.  For more information see: <http://diversity.uiowa.edu/policies/non-discrimination-statement>. To review the complete policy, please see: <https://opsmanual.uiowa.edu/community-policies/nondiscrimination-statement>. | |
| **Sexual Harassment/ Misconduct and Class Accommodations** The University of Iowa *New June 2019* | | Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported to the UI Office of Sexual Misconduct Coordinator (OSMRC), or to the Office of Equal Opportunity and Diversity (EOD). Students impacted by a Title IX issue (sexual misconduct, dating/domestic violence, or stalking) may be eligible to request an academic accommodation. See the OSMRC for assistance, definitions, and the full University policy at [https://osmrc.uiowa.edu/.](https://osmrc.uiowa.edu/.%20) Additional information about confidential resources for students subject to sexual harassment/misconduct is available at <https://osmrc.uiowa.edu/victim-resources/confidential-support>. | |
| **Syllabus Revision** *New June2019* | | The course director and College of Dentistry reserve the right to make changes as necessary to this course syllabus. All students will be notified of any changes. Each student is responsible for being aware of the policies, resources, and expectations as specified in the syllabus and Student Handbook. | |
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|  | *University and/or Collegiate policy that should be stated as is. DO NOT EDIT or ADD TEXT. Automatically included in syllabus.* | | |
|  | *Collegiate policy that should be included in syllabus, but you can be edited to include* ***additional,*** *course-specific text if needed.* | | |
|  | *Course policy should be developed and/or edited by Course Director if applicable to specific course.* | | |