

August 5, 2014

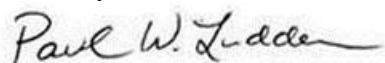
Dear Colleagues:

Welcome back to the 100th Fall Term on the Hilltop! Please communicate the following statements to your students. Sharing this information in writing with your students will create a record that you have outlined the accommodations provided for by University policy. This also provides students with a reminder not only of the policies themselves, but also of how to access the services and accommodations available.

- **Disability Accommodations:** Students needing academic accommodations for a disability must first be registered with Disability Accommodations & Success Strategies (DASS) to verify the disability and to establish eligibility for accommodations. Students may call 214-768-1470 or visit <http://www.smu.edu/ALEC/DASS> to begin the process. Once registered, students should then schedule an appointment with the professor to make appropriate arrangements.
- **Religious Observance:** Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)
- **Excused Absences for University Extracurricular Activities:** Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Undergraduate Catalogue)
- **Student Learning Outcomes:** Please include in your syllabi all student learning outcomes, both those specific to your course, as well as those that satisfy major and general education requirements.
- **Final Exams:** Final course examinations shall be given in all courses where they are appropriate, and some form of final assessment is essential. Final exams or final assessments must be administered as specified in the official examination schedule, and shall not be administered during the last week of classes or during the Reading Period. Please state clearly in the syllabus the date/time and form of the final exam or assessment.

As you begin the semester, please see the attached pages listing other recommendations and more information about DASS. Thanks for your help with this. A copy of this letter and the attachments will be posted on the Office of the Provost website at <http://smu.edu/provost/>

Sincerely,



Paul W. Ludden
Provost and Vice President
for Academic Affairs