



9 August 2016

Dear Colleagues:

Welcome back to the 102nd 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.

(Please Note: The Disability Accommodations statement has been updated and should be copied/pasted “as is.” Please do not add, subtract, or copy the old statement from a previous syllabus. Exception: Law school faculty members should consult with Dean Yeager for the specific statement appropriate for law syllabi.)

- **Disability Accommodations:** Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call 214-768-1470 or visit <http://www.smu.edu/Provost/ALEC/DASS> to begin the process. Once registered, students should then schedule an appointment with the professor as early in the semester as possible, present a DASS Accommodation Letter, and make appropriate arrangements. Please note that accommodations are not retroactive and require advance notice to implement.
- **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.

If you wish, you may also include the following statement regarding the “campus carry” law: “In accordance with Texas Senate Bill 11, also known as the “campus carry” law, following consultation with entire University community SMU determined to remain a weapons-free campus. Specifically, SMU prohibits possession of weapons (either openly or in a concealed manner) on campus. For more information, please see: http://www.smu.edu/BusinessFinance/Police/Weapons_Policy.”

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://www.smu.edu/Provost/Pages/Default/PoliciesResources/ProvostMessages>.

Sincerely,

A handwritten signature in black ink, appearing to be 'SC' with a large loop and a horizontal line extending to the right.

Steven C. Currall, Ph.D.
Provost and Vice President for Academic Affairs
David B. Miller Endowed Professor
Professor of Management and Organization
Professor of Psychology
Professor of Engineering Management, Information, and Systems

ADDITIONAL RECOMMENDATIONS

Attendance: Faculty are encouraged to take attendance. This helps identify potentially at-risk students. In accepting the recommendations of the President's Commission on Substance Abuse, President Turner has asked that all faculty "announce and utilize an attendance policy, emphasizing the importance of attendance in meeting academic expectations and enabling faculty to take note of frequent or long absences, a potential sign of student distress." If you find that a student is frequently absent from class, stops attending class, or has a period of non-attendance, please contact the student's records office or access the Caring Community Connections website at www.smu.edu/deanofstudentsccc to notify the Dean of Student Life of non-attendance. Please state clearly in the syllabus how attendance will be taken and how the attendance information may be used in determining a student's class participation or final grade.

- **Midterm Grading:** Faculty are encouraged to have quizzes, tests or other forms of assessment throughout the semester and provide midterm grades to students. This provides to all students information about their academic progress. The official midterm grade is due Week 11 of classes, but it is recommended that students be assessed by Week 6 or 7 so they may make adjustments. The Registrar's Office will send you a link during the semester for you to report a student with a midterm grade of C- or below.
- **Course Grade:** In your syllabus, please inform students about how final course grades will be determined, including information pertinent to your grading decision, such as class participation.
- **Office Hours:** Faculty are expected to have designated office hours. Please state your office hours in the syllabus.
- **Plagiarism:** Plagiarism of any kind is prohibited by the SMU Student Honor Code. Faculty who suspect plagiarism should consult <http://smu.edu/honorcouncil/> for appropriate actions and options.

DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES

WHAT WE DO

DASS coordinates the provision of classroom accommodations and disability access on campus. As part of the Altshuler Learning Enhancement Center (A-LEC), DASS operates under the University Provost's office. The DASS team:

- reviews documentation to determine eligibility for services;
- creates accommodation letters for students to use with faculty;
- facilitates test proctoring services when faculty are unable to provide this;
- offers disability awareness training for campus departments;
- provides academic coaching for students with learning differences;
- refers students to on and off-campus support.

Please review our website for more details, and read our faculty newsletter, the DASS Insider, which comes out by email twice a semester and can be found on our website.

WHERE WE ARE

Team Offices and Student Support

The DASS team is located within the Altshuler Learning Enhancement Center (A-LEC) at: **202 Loyd Ctr. or 5800 Ownby Dr.**

Entrance to our building is adjacent to Gate 3 of Ford Stadium. Take the elevator to the 2nd floor. Parking for faculty/staff is behind and under the Meadows Museum.

Test Proctoring Services

We strongly encourage students and faculty members to work out test accommodations themselves. In the event that a faculty member is not able to provide the accommodations, DASS serves as a back up (at a cost to the University). Our administrative assistant coordinates this process with faculty and students. Please contact our office for more details, or review the information on our website under "Test Proctoring."

WHO WE ARE

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