

## 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](http://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.