

## Additional Recommendations

**Early and Midterm Progress Reports and Grading:** Faculty are encouraged to have quizzes, tests or other forms of assessment throughout the semester. 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. Throughout the semester, you will receive Progress Reports for a variety of student populations (ex: 1st year students, student athletes, students on probation). The requests include links to provide information that advisors and students use to identify courses in which the student is academically at-risk. It is particularly important for you to report a student with a midterm grade of C- or below.

- **Course Grades:** 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.

- **Academic Misconduct:** Academic misconduct of any kind is prohibited by the SMU Student Honor Code. Faculty who suspect plagiarism or cheating should consult <http://smu.edu/honorcouncil/> for appropriate actions and options.

- **Syllabus Repository:** After you have finalized your syllabus please upload a digital copy to the SMU syllabus repository (<https://sites.smu.edu/des/syllabus/>) which can only be accessed by members of the SMU community.