

January 8, 2024

Dear Colleagues,

Welcome to Spring 2024 on the Hilltop! As we gear up for the semester ahead in preparing syllabi, I would like to make sure we have an opportunity for clear, consistent communication.

Please utilize the [University's evergreen site for required syllabus statements](#) on Title IX, Disability Accommodations, Academic Policies, and Student Support Services. The [SMU Syllabus Library](#) on SMU's cloud syllabus platform will automatically integrate this mandatory language into your syllabi, serving as a resource for faculty and students alike. Please ensure your students are aware of these policies and resources by including them in your syllabi and prominently post your weekly office hours.

As winter weather approaches, familiarize yourself with [SMU's inclement weather guidelines](#) available on the evergreen website to navigate any class cancellations smoothly. Additionally, due to advancements in publicly available Generative AI technology services, the SMU Faculty Technology Council has updated the [syllabi options for Generative AI use, including a new write-in choice](#). These are readily available in our cloud syllabus platform.

To support the [SMU in Four](#) initiative, all 3-credit undergraduate courses must integrate their syllabus, calendar, and gradebook into Canvas. The SMU Academic Instructional Technology team provides comprehensive support, including a [self-help website](#), dedicated [School/College support through Academic Technology Service Directors \(ATSDs\)](#), and [academic technology workshops from January 8-12, 2024](#).

As a reminder, emergency remote teaching, once authorized temporarily by SACSCOC, has no longer been permitted since May 2022. Ensure your syllabi are updated to reflect current policies, removing any obsolete COVID-19 information. For disability-related teaching accommodations, contact the Office of Institutional Access and Equity.

For courses taught entirely online, approval from the Educational Programs Committee is required, adhering to the SMU Office of Global, Online, and Continuing Education's standards. [Guidelines for technology-enhanced instruction](#) for absent students are available, formulated in collaboration with faculty, Faculty Senate, and academic leaders in 2022.

Thank you for your commitment to a successful Spring 2024. This letter and further updates will be accessible on the Office of the Provost website under [Provost Communications](#) and will be linked in upcoming Friday updates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth G. Loba', with a long, sweeping horizontal stroke extending to the right.

Elizabeth G. Loba, PhD

Provost and Vice President for Academic Affairs
Southern Methodist University
<https://www.smu.edu/provost>

SMU.