

The College of Liberal Arts and Sciences

Policies and Procedures

Administrative Home of the Course

The College of Liberal Arts and Sciences is the administrative home of this course and governs such academic matters as the add/drop deadlines, the second-grade-only option, issues concerning academic fraud or academic probation, and how credits are applied for various graduation requirements. Different colleges may have different policies. Students with questions about these or other CLAS policies should speak with an academic advisor or with the staff in 120 Schaeffer Hall. Also see the CLAS Academic Handbook: www.clas.uiowa.edu/students/academic_handbook/index.shtml

Academic Fraud

Plagiarism and any other activities that result in a student presenting work that is not his or her own are academic fraud. Academic fraud is reported to the departmental DEO and then to the Associate Dean for Academic Programs and Services in the College of Liberal Arts and Sciences who deals with academic fraud according to these guidelines: www.clas.uiowa.edu/students/academic_handbook/ix.shtml

Making a Suggestion or a Complaint

Students have the right to make suggestions or complaints and should first visit with the instructor, then with the course supervisor if appropriate, and next with the departmental DEO. All complaints must be made within six months of the incident. www.clas.uiowa.edu/students/academic_handbook/ix.shtml#5

Accommodations for Disabilities

A student seeking academic accommodations should first register with Student Disability Services and then meet with a SDS counselor who determines eligibility for services. A student approved for accommodations should meet privately with the course instructor to arrange particular accommodations. See www.uiowa.edu/~sds/

Understanding Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. See

Reacting Safely to Severe Weather

If severe weather is indicated by the UI outdoor [warning system](#), class members will seek shelter in the innermost part of the building, if possible at the lowest level, staying clear of windows and of free-standing expanses which might prove unstable. The class will resume after the severe weather has ended. See the Operations Manual section [16.14. i](#).

Important University of Iowa Deadlines for Off-Cycle Courses

[Use only for off-cycle courses. To find the deadlines for a particular course, visit this [Registrar](#) site and type in the course number and title.]

Since this course begins or ends at a time different from other courses, please be aware of these deadlines:

Last day to add:

Last day to drop:

Recommended Information

CLAS recommends that instructors include relevant resources for students on the syllabus. The following are examples of such resources that might be included:

- [Writing Center](#) 110 English-Philosophy Building, 335-0188, www.uiowa.edu/~writingc
- [Speaking Center](#) 12 English-Philosophy Building, 335-0205, www.uiowa.edu/~rhetoric/centers/speaking
- [Mathematics Tutorial Laboratory](#) 314 MacLean Hall, 335-0810, www.uiowa.edu/mathlabTutor
- [Tutor Referral Service](#) Campus Information Center, Iowa Memorial Union, 335-3055, www.imu.uiowa.edu/cic/tutor_referral_service

Instructors might also wish to include a policy statement on classroom behavior and the University policies concerning exams:

Student Classroom Behavior

The ability to learn is lessened when students engage in inappropriate classroom behavior, distracting others; such behaviors are a violation of the [Code of Student Life](#). When disruptive activity occurs, a University instructor has the authority to determine classroom seating patterns and to request that a student exit immediately for the remainder of the period. One-day suspensions are reported to appropriate departmental, collegiate, and Student Services personnel (Office of the Vice President for [Student Services](#) and Dean of Students).

University Examination Policies

Missed exam policy. University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, certain University activities, or unavoidable circumstances. Excused absence forms are available at the Registrar web site: www.registrar.uiowa.edu/forms/absence.pdf

Final Examinations. An undergraduate student who has two final examinations scheduled for the same period or more than three examinations scheduled for the same day may file a request for a change of schedule before the [published deadline](#) at the Registrar's Service Center, [17 Calvin Hall](#), 8-4:30 M-F, (384-4300).