SAMPLE SYLLABUS STATEMENTS OF POLICIES

Sample Statement: Academic Honesty and the Code of Academic Integrity.
The academic program at the College seeks to promote the intellectual
development of each student and the realization of that individual’s potential for
creative thinking, learning, and understanding. In achieving this, each student
must learn to use his/her mind rigorously, independently, and imaginatively.

The College’s understanding and expectations in regard to issues of academic
honesty are fully articulated in the Code of Academic Integrity as published in
The Scot’s Key and form an essential part of the implicit contract between the
student and the College. The Code provides a framework at Wooster to help
students develop and exhibit honesty in their academic work. You are expected
to know and abide by the rules of the institution as described in The Scot’s Key
and the Handbook of Selected College Policies.

Dishonesty in any of your academic work is a serious breach of the Code of
Academic Integrity and is grounds for an “F” for the entire course. Such
violations include turning in another person’s work as your own, copying from
any source without proper citation, crossing the boundary of what is allowed in
a group project, submitting an assignment produced for a course to a second
course without the authorization of all the instructors, and lying in connection
with your academic work. You will be held responsible for your actions.
Particular attention should be directed to the appropriate use of materials
available through the Internet. Whether intentional or not, improper use of
materials is a violation of academic honesty. If you are unsure as to what is
permissible, please contact your course instructor.

To learn more about the College’s expectations for academic integrity in student
research and writing endeavors, please consult the Academic Integrity Online
Handbook. This online handbook consists of a series of modules and quizzes
designed to help students learn about plagiarism, citation, and the proper
incorporation of source material into research essays. You will find the
Academic Integrity Handbook in the list of courses on your Moodle page
(moodle.wooster.edu).

The College of Wooster is an academic institution and its fundamental purpose is
to stimulate its students to reach the highest standard of intellectual
achievement. As an academic institution with this purpose, the College expects
students to give the highest priority to their academic responsibilities. When
conflicts arise between academic commitments and complementary programs
(including athletic, cultural, educational, and volunteer activities), students,
faculty, staff, and administrators all share the responsibility of minimizing and
resolving them.

As a student you have the responsibility to inform the faculty member of
potential conflicts as soon as you are aware of them, and to discuss and work
with the faculty member to identify alternative ways to fulfill your academic commitments without sacrificing the academic integrity and rigor of the course.

**Sample Statement: Policy Regarding Final Examinations.**
No final examinations are to be given during the last week of classes or on reading days. Students who wish to reschedule a final exam must petition the Dean for Curriculum and Academic Engagement in writing in advance of the examination. The student must confer with the instructor before submitting a petition, and the instructor should indicate to the Dean if he or she supports the petition. *Normally, such petitions are granted only for health reasons.* If other reasons necessitate a request for a change in a final exam, the request must be submitted three weeks in advance of the examination.

**Sample Statement: Learning Center: Academic Support and Disabilities.**
The Learning Center (ext. 2595) offers services designed to help students improve their overall academic performance. Sessions are structured to promote principles of effective learning and academic management. Any student on campus may schedule sessions at the Learning Center.

The Learning Center also offers a variety of services and accommodations to students with disabilities based on appropriate documentation, nature of disability, and academic need. In order to initiate services, students should meet with Pam Rose, Director of the Learning Center, at the start of the semester to discuss reasonable accommodations. You may contact the Learning Center at ext. 2595 or through email at prose@wooster.edu.

**Sample Statement: Recording classroom activities.**
No student may record or tape or photograph any classroom activity without the express written consent of [insert name of faculty member]. If a student believes that he/she is disabled and needs to record or tape classroom activities, he/she should contact the Office of the Secretary to request an appropriate accommodation.