Sample Syllabi Statements
To complement the Policy on Course Syllabi 7.6.10. Relevant policy sections in parentheses.

Samples for Mandatory Syllabus Content
Faculty may adopt the samples below or generate their own language that includes "an appropriate level of detail" for the 13 components of the policy's Section 3.0: "Mandatory Syllabus Content."

Academic Integrity Statement (3.12):
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when suspected, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to misunderstanding and confusion will be handled by the instructor. The instructor designs an intervention or assigns a grade reduction to help prevent the student from repeating the error. The response is recorded on a form and signed both by the instructor and the student. It is forwarded to the Office of the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This status indicator will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent.

Students can find the complete Honor Code and all related processes in the Student Handbook at:
http://deanofstudents.cofc.edu/honor-system/studenthandbook/.

Accommodations for Students with Disabilities (3.11; choose one):

1. Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged. Center for Disability Services/SNAP.

2. The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

3. This College abides by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If you have a documented disability that may have some impact on your work in this class and for which you may require accommodations, please see an administrator at the Center of Disability Services/SNAP, 843.953.1431 or me so that such accommodation may be arranged.

OAKS (3.10, for all instructional modalities)
OAKS, including Gradebook, will be used for this course throughout the semester to provide the syllabus and class materials and grades for each assignment, which will be regularly posted.

Inclement Weather, Pandemic or Substantial Interruption of Instruction (3.8)
If in-person classes are suspended, faculty will announce to their students a detailed plan for a change in modality to ensure the continuity of learning. All students must have access to a computer equipped with a web camera, microphone, and Internet access. Resources are available to provide students with these essential tools.
**Recommended Syllabus Content**

Optional statements related to Section 4.0 of the *Policy on Course Syllabi 7.6.10.*

**Continuity of Learning** (for hybrid classes with face-to-face meetings)
Due to social distancing requirements, this class will include a variety of online and technology enhanced components to reinforce continuity of learning for all enrolled students. Before the drop/add deadline, students should decide whether the course plan on the syllabus matches their own circumstances. [followed by instructor’s detailed plan]

**If you record your classes (recording of classes is optional):**

**Recording of Classes** (via ZOOM)
Class sessions will be recorded via both voice and video recording. By attending and remaining in this class, the student consents to being recorded. Recorded class sessions are for instructional use only and may not be shared with anyone who is not enrolled in the class.

**Online Courses with Exam Proctoring**
This course will require the use of an exam proctoring service for the course exams. Students are responsible for registering, scheduling, and the cost of the service prior to each exam. Instructions and additional information on proctoring can be found at [https://academicaffairs.cofc.edu/distance-education/online-proctoring/index.php](https://academicaffairs.cofc.edu/distance-education/online-proctoring/index.php).

**Mental & Physical Wellbeing:**
At the college, we take every students’ mental and physical wellbeing seriously. If you find yourself experiencing physical illnesses, please reach out to student health services (843.953.5520). And if you find yourself experiencing any mental health challenges (for example, anxiety, depression, stressful life events, sleep deprivation, and/or loneliness/homesickness) please consider contacting either the Counseling Center (professional counselors at [http://counseling.cofc.edu](http://counseling.cofc.edu) or 843.953.5640 3rd Robert Scott Small Building) or the Students 4 Support (certified volunteers through texting "4support" to 839863, visit [http://counseling.cofc.edu/cct/index.php](http://counseling.cofc.edu/cct/index.php), or meet with them in person 3rd Floor Stern Center). These services are there for you to help you cope with difficulties you may be experiencing and to maintain optimal physical and mental health.

**Food & Housing Resources:**
Many CoF students report experiencing food and housing insecurity. If you are facing challenges in securing food (such as not being able to afford groceries or get sufficient food to eat every day) and housing (such as lacking a safe and stable place to live), please contact the Dean of Students for support ([http://studentaffairs.cofc.edu/about/salt.php](http://studentaffairs.cofc.edu/about/salt.php)).

Also, you can go to [http://studentaffairs.cofc.edu/student-food-housing-insecurity/index.php](http://studentaffairs.cofc.edu/student-food-housing-insecurity/index.php) to learn about food and housing assistance that is available to you. In addition, there are several resources on and off campus to help. You can visit the Cougar Pantry in the Stern Center (2nd floor), a student-run food pantry that provides dry-goods and hygiene products at no charge to any student in need. Please also consider reaching out to Professor ABC if you are comfortable in doing so.
Recommended Syllabus Content (cont)

Inclusion:
The College of Charleston offers many resources for LGBTQ+ students, faculty and staff along with their allies.

- Preferred Name and Pronoun Information
- On Campus Gender Inclusive facilities
- Campus Resources
- College of Charleston Reporting Portals
- National Resources for Faculty & Staff
- GSEC Reports
- Documenting LGBTQ Life in the Lowcountry (CofC Addlestone Library Special Collections Project)
- College of Charleston Quality Enhancement Plan (QEP)
- Articles about CofC and LGBTQ+ Issues
Optional Statement on “Religious Accommodation for Students” (4.6): 
(Faculty/Administration Manual VIII.A.10)

The College of Charleston community is enriched by students of many faiths that have various religious observances, practices, and beliefs. We value student rights and freedoms, including the right of each student to adhere to individual systems of religion. The College prohibits discrimination against any student because of such student’s religious belief or any absence thereof.

The College acknowledges that religious practices differ from tradition to tradition and that the demands of religious observances in some traditions may cause conflicts with student schedules. In affirming this diversity, like many other colleges and universities, the College supports the concept of “reasonable accommodation for religious observance” in regard to class attendance, and the scheduling of examinations and other academic work requirements, unless the accommodation would create an undue hardship on the College. Faculty are required, as part of their responsibility to students and the College, to ascribe to this policy and to ensure its fair and full implementation.

The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the College. Faculty members are expected to reasonably accommodate individual religious practices. Examples of reasonable accommodations for student absences might include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student’s presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment dates. Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives, requirements and prerequisites as defined by the instructor and by the College.

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18 2020</td>
<td>Rosh Hashanah(^2)</td>
<td>Jewish</td>
</tr>
<tr>
<td>September 28, 2020</td>
<td>Yom Kippur(^2)</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 2 – October 9, 2020</td>
<td>Sukkot(^2)</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 9, 2020</td>
<td>Shemini Atzeret(^2)</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 19 - October 26, 2020</td>
<td>Navaratri</td>
<td>Hindu</td>
</tr>
<tr>
<td>October 19, 2020</td>
<td>Birth of Baha’u’llah</td>
<td>Baha’i</td>
</tr>
<tr>
<td>January 7, 2021</td>
<td>Christmas(^3)</td>
<td>Orthodox Christian</td>
</tr>
<tr>
<td>February 17, 2021</td>
<td>Ash Wednesday (Beginning of Lent)</td>
<td>Christian</td>
</tr>
<tr>
<td>February 25-26, 2021</td>
<td>Purim(^2)</td>
<td>Jewish</td>
</tr>
<tr>
<td>March 15, 2021</td>
<td>Great Lent Begins</td>
<td>Christian</td>
</tr>
<tr>
<td>March 20, 2021</td>
<td>Naw-Ruz</td>
<td>Baha’i</td>
</tr>
<tr>
<td>April 2, 2021</td>
<td>Good Friday</td>
<td>Christian</td>
</tr>
<tr>
<td>March 26 - April 3, 2021</td>
<td>Passover(^2)</td>
<td>Jewish</td>
</tr>
<tr>
<td>April 12-May 11, 2021</td>
<td>Ramadan</td>
<td>Muslim</td>
</tr>
<tr>
<td>April 30, 2021</td>
<td>Good Friday (Orthodox)(^3)</td>
<td>Orthodox Christian</td>
</tr>
<tr>
<td>April 20 and 28, 2021</td>
<td>Ridvan</td>
<td>Baha’i</td>
</tr>
</tbody>
</table>

\(^1\) The previously included Islamic holidays of Eid al-Adha and Eid al-Fitr fall outside the regular academic year and are therefore not listed here.
\(^2\) All Jewish holidays begin at sunset on the evening before the date given.
\(^3\) Orthodox Christian holidays begin at sunset on the evening before the date given.