



Institutional Syllabus

Academic Honesty

Each student shall be honest in their academic work and shall support the honesty of others. The student shall, moreover, guard against any appearance of dishonesty. Faculty members have a responsibility to refer to the College policy on academic honesty at the beginning of each course. Teachers shall foster the honesty of their students by conducting each course in a manner which discourages cheating or plagiarism. They shall, moreover, thoroughly investigate any evidence of cheating in their classes.

Course instructors who have evidence of cheating or plagiarism shall make the charge and any subsequent action known to the student. Only then shall an appropriate penalty be imposed as stated in the course syllabus. The instructor will submit in writing the name of any student found guilty of academic dishonesty serious enough to have been penalized, along with a description of the penalty imposed, to the Dean of Student Academic Services. Such reports will be kept in confidence, except in the case of continued violations by a student, in which case the reports may be presented to the Committee on Academic Standards.

The instructor of the course in which a violation of academic honesty occurs will determine an appropriate penalty. Penalties may range from a refusal of credit for an individual assignment to failure in the course, depending on the seriousness of the offense. In cases recommended to it for further consideration, the Committee on Academic Standards may also recommend other penalties, including academic dismissal from the College.

Accessibility Resource Office

If you have had documented academic adjustments (accommodations) in the past, or think you may be eligible for them presently, you should contact the Accessibility Resource Office (ARO) at aro@saintmarys.edu to make an appointment to address this matter. The ARO is responsible for coordinating academic accommodations for students each semester and will issue a letter of documentation to your faculty for the current semester. Requests for such accommodations will not be honored without this letter from the ARO. Securing reasonable accommodations requires timely action on the part of the student. Please contact aro@saintmarys.edu for an appointment to discuss how we will implement your accommodations.

Alternative Formats for Blackboard Ally

Students can use Blackboard Ally to access selected course files in alternative formats according to their learning preferences and specific needs. Depending on the specific file and the instructor settings in Blackboard, options may include Audio (MP3), EPub, tagged PDF, HTML, electronic braille, and BeeLine Reader (color gradient text to enhance visual focus and increase reading speed). Blackboard Ally is quick and easy to use: just click the Ally icon (bold "A" with an arrow pointing down) beside a course file and select the format you want to download. For more information on specific alternative formats, visit [Blackboard Help: Ally Alternative Formats](https://help.blackboard.com/Ally/Ally_for_LMS/Student/Alternative_Formats) (URL https://help.blackboard.com/Ally/Ally_for_LMS/Student/Alternative_Formats).

Add/Drop Policy

A course may be added through the portal until the end of the first week of the semester (ends Sunday at 11:59 p.m.). Course additions may continue through the end of the seventh day of the semester (Tuesday at 5 p.m.) with instructor permission through the use of an Add/Drop form available in the Academic Advising/Registrar's Office (162 Le Mans Hall). A course may be dropped without penalty during the first five weeks of the semester.

Course Withdrawal Policy

After the fifth week of classes, a student may withdraw from a course with the permission of the Office of Academic Advising & Registrar and the instructor of the course, or on the recommendation of a physician for health reasons. If the student is passing the course at the time of withdrawal, or if the student withdraws from all classes upon recommendation of a physician for reasons of health, the grade of "W" is recorded.

If the student is failing the course at the time of withdrawal, or withdraws without permission, a grade of "F" is recorded. The last class day of the semester is the last day to withdraw from a course.

Non-Discrimination Policy

As a Catholic institution of higher learning, Saint Mary's College has a mission-driven responsibility to be diverse, inclusive and equitable. We believe in the inherent value of diversity in its multiple dimensions. To honor that value, the College is committed to creating and maintaining an environment that respects the human dignity and civil rights of all persons, particularly those from groups that have historically experienced discrimination and persecution. By actively resisting bigotry and marginalization, we endeavor to work against the effects of injustices. We expect every member of the Saint Mary's College community to uphold these commitments in our programs, practices, pedagogy, and policies.

Allegations of discrimination and harassment should be reported on the Bias Reporting Form on the portal <https://cm.maxient.com/reportingform.php?SaintMarysCollege>. Please take a few minutes to review the SMC policy Prohibiting Discriminatory Harassment Against Students at: <https://goo.gl/Eg4CDj>

Should you wish to talk to a confidential resource on campus please contact Health and Counseling in Angela at 574.284.4805 or Campus Ministry in Regina Hall at 574.284.5391

Office of Student Equity

The Office of Student Equity aspires to support our socioeconomic diverse community at Saint Mary's College. The office empowers students to achieve their full potential through financial, educational, and social support. If you are in need of additional student resources throughout the academic year, please contact the Office of Student Equity about additional support by emailing them at ckloski@saintmarys.edu or contacting them by phone at (574) 284-4565

Title IX Policy

Survivors of violence and abuse commonly experience a spectrum of responses including, but not limited to, the inability to focus, visions of a traumatic experience, flashbacks, depression, and numbness. Furthermore, these responses impact survivors' academic, social, and spiritual lives as well as their physical, emotional, and mental health.

Students who have experienced sexual assault, relationship violence, and/or stalking are encouraged to contact Iesha Miller, Coordinator of Belles Against Violence Office (BAVO) at 574-284-4081, email bellesagainstviolence@saintmarys.edu, or visit the office at the Angela Athletic & Wellness Complex, Suite 159.

The three Saint Mary's departments which have confidential staff include BAVO (coordinator), Campus Ministry (pastoral ministers), and the Health & Counseling Center (counselors, nurses, and nurse practitioner). If your experience is directly impacting your academic performance, you may also consider contacting the Office of Academic Affairs.

Policy on Recording of Classes

Please be aware that audio recording or photographing online or in-person classes is strictly prohibited unless a student has received explicit permission from the instructor. An exception is made for students who have registered with the Accessibility Resource Office and have been granted prior approval to receive audio recordings, which can be provided by the course instructor. Students with approval to receive recordings must sign a contract agreeing to keep all recordings confidential, not share or disseminate them in any form, and to destroy all recordings after completing the course. Instructors are also required to inform students if they will be recording a class session.