Saint Mary's College
NOTRE DAME, IN

Institutional Syllabus

Academic Honesty

The Saint Mary's College mission compels its members to "foster an inclusive, academic community where students discover and develop their talents as they prepare to make a difference in the world" (**Saint Mary's College Mission**). Committing to a college education at Saint Mary's College means one is committing to personally engaging and supporting others in the academic work foundational to world-changing endeavors now and in the future. At its heart, the opportunity for discovery cannot exist without academic integrity.

When a student submits any work for academic credit, the student makes an implicit claim that the work is wholly their own, done without the assistance of any person, source or tools not explicitly noted and allowed by the instructor of the course. Additionally, a student does not undermine other students' ability to complete course work (see the college bulletin for more details).

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, and must be consistent with policies stated in the course syllabus. In cases recommended to it for further consideration, the Committee on Academic Standards may also recommend other penalties, including academic dismissal from the College.

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.

Accommodations for Disabilities

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@saintmarys.edu) in the lower level of the library, to make an appointment to address this

matter. The ARO is responsible for coordinating academic accommodations for students each semester. Requests for such accommodations will not be honored without the ARO approval. Securing reasonable accommodations requires timely action on the part of the student. Please contact the staff in the ARO 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 or contact Paula Kaplan (pkaplan@saintmarys.edu)

Ally Alternative Formats
(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 (156 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 she 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 the student center at 574.284.5391.

Title IX Policy

Students who have experienced sexual assault, relationship violence, stalking, or other forms of sex-based harassment or discrimination are encouraged to contact Liz Baumann, Title IX coordinator, 574-284-4569, email titleix@saintmarys.edu, or visit the office at the Student Center. You can also learn more at www.saintmarys.edu/title-ix.

The three Saint Mary's departments which have confidential staff include BAVO (coordinator), CFAM (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 Advising (note: Academic Advisors are mandatory reporters).

Title IX also provides reasonable protections and support for pregnant and parenting students. Discrimination on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of the previous conditions is prohibited by Title IX, and Saint Mary's is committed to providing equal access to academic programs and extracurricular activities to students who might be, are, or have been pregnant. If you need support related to a pregnancy or any of the previously listed conditions, visit www.saintmarys.edu/pregnant-and-parenting-students for more information, including a list of resources.

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