



Template for use on Syllabi

Feel free to cut and paste these statements for use on your syllabi.

Ross Center for Disabilities: On your syllabus, please include a statement apprising students of the Ross Center. A sample statement could be something along the lines of: “If you have a disability that may affect your performance in this class, please know that UMass Boston has resources that can help you succeed in your coursework. Please contact the Ross Center for Disabilities (Campus Center UL211) to receive official university services and accommodations; they will provide you with documentation that you then bring to your instructor.”

Ross Center website: <http://www.umb.edu/academics/vpass/disability/>

Plagiarism: Please include a clear statement of your plagiarism policy; I have found it incredibly helpful to be able to turn to syllabi statements when dealing with plagiarism disputes. I suggest that you state that plagiarism will result in failure of the course (sanctions can be determined case-by-case, but it is helpful for students to know that course failure is a typical sanction). Also please state that plagiarism cases can be referred to the Chair. A sample statement could be: “Plagiarism is defined by UMass Boston’s Code of Student Conduct (http://www.umb.edu/life_on_campus/policies/community/code/). An act of academic dishonesty, plagiarism can include actions such as presenting another writer’s work as your own work; copying passages from print or internet sources without proper citation; taking ideas off the internet, modifying them, and presenting them as your own; or submitting the same work for more than one course. If you plagiarize, you will fail this course. Plagiarism cases will be referred to the Dean of the Honors College. Also note that plagiarism can result in further academic sanctions such as suspension.”

Code of Student Conduct:

https://www.umb.edu/life_on_campus/policies/community/code

Incompletes: Also, please include a clear statement concerning Incompletes. A sample statement could be: “Incompletes are rarely offered, as they are reserved for students who are unable to complete a small portion of the course at the end of the term due to an extreme circumstance such as illness. Incompletes are not allowed to replace a significant amount of coursework or absences. If you are awarded an Incomplete, you must sign a contract with your instructor outlining the work to be done and work due dates. Although an INC automatically turns into an F after a year, your Incomplete work will typically be due before the year’s end.”

Incomplete policy:

http://www.umb.edu/registrar/academic_policies/incomplete_policy/

Civility in and out of the classroom: If you wish, please feel free to invoke the Dean of the Honors College as “back up” for any statement you want to make about civil behavior. For example, feel free to include a statement such as: “An educational institution is a unique cultural space: here, the open sharing of ideas is not only possible, but valued above all else. Intellectual exchange depends on showing respect for your instructor and peers, taking responsibility for your own course contributions, and demonstrating a mature understanding that learning can involve disagreement over ideas and assessment. If you engage in uncivil behavior, such as making inappropriate comments to your professor or fellow students in the classroom, out of the classroom, or via email or social networking sites, you can be referred to the Dean of the Honors College for sanctions that can include the lowering of your course grade. You can also be referred to the Dean of Students.”