

## ITEMS STRONGLY RECOMMENDED AS PART OF YOUR INDIVIDUAL SYLLABI

*TO: ALL FACULTY*

Dear Faculty Member:

As you begin each semester, would you please attend to these items? Please use this updated version as links, phone numbers, etc. change. Some constitute legal requirements but all relate to avoiding potential difficulties for both faculty and students. This reminder memo is longer than would be desirable because we include some 'cut and paste' recommendations so that the time required for you to include this information in your own documents is minimized.

### ACCOMMODATION FOR DISABILITIES

All faculty assume responsibility for ensuring that their individual courses and content are accessible to all students. If possible, utilize principles of Universal Design when creating new courses; otherwise, make appropriate alterations to existing material to accommodate students who require assistance. You may contact our Universal Instructional Design Consultant on [the Academic Technology Design Team](#) in the Office of Information Technology for more information by calling 303-735-4357 (5-HELP).

#### THE BOULDER PROVOST'S DISABILITY TASK FORCE RECOMMENDED SYLLABUS STATEMENT:

If you qualify for accommodations because of a disability, please submit to your professor a letter from Disability Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities. Contact Disability Services at 303-492-8671 or by e-mail at [dsinfo@colorado.edu](mailto:dsinfo@colorado.edu). If you have a temporary medical condition or injury, see [Temporary Injuries](#) guidelines under the Quick Links at the [Disability Services website](#) and discuss your needs with your professor.

### RELIGIOUS HOLIDAYS

It is the responsibility of every instructor to explain clearly his or her procedures about absences due to religious observances in the course syllabus so that all students are fully informed, in writing, near the beginning of each semester's classes. [Campus policy regarding religious observances](#) states that faculty *must* make reasonable accommodation for students and in so doing, be careful not to inhibit or penalize those students who are exercising their rights to religious observance. Faculty should be aware that a given religious holiday may be observed with

very different levels of attentiveness by different members of the same religious group and thus may require careful consideration to the particulars of each individual case.

For more information on the religious holidays most commonly observed by CU Boulder students consult the [online interfaith calendar](#).

#### RECOMMENDED RELIGIOUS OBSERVANCES SYLLABUS STATEMENT:

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. In this class, *{{insert your procedures here}}*

See the [campus policy regarding religious observances](#) for full details.

## CLASSROOM BEHAVIOR

Faculty and students should be aware of the campus [Classroom and Course-Related Behavior policy](#) which describes examples of unacceptable classroom behavior and provides information on how to handle such circumstances should they arise. Faculty are encouraged to address the issue of classroom behavior in the syllabus, and to understand their [professional rights and duties](#).

#### RECOMMENDED CLASSROOM BEHAVIOR SYLLABUS STATEMENT:

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, color, culture, religion, creed, politics, veteran's status, sexual orientation, gender, gender identity and gender expression, age, disability, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. For more information, see the policies on [classroom behavior](#) and [the student code](#).

## SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT AND/OR RELATED RETALIATION

THE OFFICE OF INSTITUTIONAL EQUITY AND COMPLIANCE (OIEC) RECOMMENDS THE FOLLOWING SYLLABUS STATEMENT:

The University of Colorado Boulder (CU Boulder) is committed to maintaining a positive learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct,

discrimination, harassment or related retaliation against or by any employee or student. CU's Sexual Misconduct Policy prohibits sexual assault, sexual exploitation, sexual harassment, intimate partner abuse (dating or domestic violence), stalking or related retaliation. CU Boulder's Discrimination and Harassment Policy prohibits discrimination, harassment or related retaliation based on race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. Individuals who believe they have been subject to misconduct under either policy should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127. Information about the OIEC, the above referenced policies, and the campus resources available to assist individuals regarding sexual misconduct, discrimination, harassment or related retaliation can be found at the [OIEC website](#).

## HONOR CODE

The Boulder campus has an [Academic Integrity Policy](#) and a [student Honor Code](#); individual faculty members are expected to familiarize themselves with its tenets and follow the approved procedures should violations be perceived. The campus has been working diligently to make this process work better and to provide guidance on 'gray areas' at the [Honor Code website](#).

### THE HONOR COUNCIL RECOMMENDED SYLLABUS STATEMENT:

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to [the academic integrity policy](#) of the institution. Violations of the policy may include: plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access, clicker fraud, resubmission, and aiding academic dishonesty. All incidents of academic misconduct will be reported to the Honor Code Council ([honor@colorado.edu](mailto:honor@colorado.edu); 303-735-2273). Students who are found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code Council as well as academic sanctions from the faculty member. Additional information regarding the academic integrity policy can be found at <http://honorcode.colorado.edu>.

Sincerely,

Mary Kraus  
Vice Provost for Undergraduate Education