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Syllabus [Term] [Class]

# Course Information

**Course Section and Course Title:**

**Credit Hours:**

**Course Date and Time:**

**Instructor Name:**

**Instructor Contact Information: (Office/phone/email/web/mailbox location)**

## Course Description

Check for updates in [**CourseLeaf Curriculum Management (CIM)**](http://nextcatalog.cod.edu/courseadmin) each term

## Course Objectives

Check for updates in [**CourseLeaf Curriculum Management (CIM)**](http://nextcatalog.cod.edu/courseadmin) each term

## Required Materials, Texts, Supplies, and Technology

## Course Outline

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## Methods of Evaluation

## Grading Scale

| Grade | Point Range |
| --- | --- |
| A |  |
| B |  |
| C |  |
| D |  |
| F |  |

## Final Exam Date and Time

Access [**the final exam schedule**](https://www.cod.edu/academics/final-exam-schedule.html)(also available in the employee portal).

# Course Policies

## Absence/Tardiness Policy

## Make-Up Policy

## Incomplete Policy

# College Policies

## Academic Integrity

Your participation in this class should reflect College of DuPage’s core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor’s policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College.

Learn more about the [**Code of Academic Conduct**](https://www.cod.edu/student_life/dean-of-students/academic-integrity.aspx)at College of DuPage.

## Access and Accommodations

The College of DuPage is committed to the equitable access of educational opportunities for students with disabilities in accordance with The Americans with Disabilities Act, As Amended and Section 504 of the Rehabilitation Act of 1973. Any student who feels they may need an accommodation on the basis of an illness, injury, medical condition, or disability should contact the Center for Access and Accommodations to determine eligibility for accommodations and to obtain an official Letter of Accommodation. Connecting with the Center for Access and Accommodations is an important way to make sure that any student who has a need based on a disability, illness, injury, or medical condition is provided with appropriate accommodations.

The Center for Access and Accommodations can be reached via email at *AccessAccommodations@cod.edu*. Students may also initiate a request for services by going to [www.cod.edu/access](http://www.cod.edu/access) and clicking on the green box labeled "complete form to request accommodations." Student's requesting accommodations for COVID-19 or COVID-19 protocols should also use the abovementioned process to connect with the Center for Access and Accommodations. If you are already registered with the Center for Access and Accommodations, please email me your Letter of Accommodation as soon as possible. For your own privacy, please DO NOT send any health documentation or Doctor's notes to me.

## Student Rights and Responsibilities

Students at the College of DuPage are expected to review and understand their [**rights and responsibilities**](https://www.cod.edu/student_life/dean-of-students/student-rights.aspx) as outlined in the Code of Student Conduct, Code of Academic Conduct, and the Student Non-academic Complaint Process.

**Religious Observance**

The College will reasonably accommodate the religious observances of individual students with respect to class attendance, and the scheduling of examinations and class requirements. The student should notify the instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance.

## Starfish Flags and Outreach from Counselors

At the College of DuPage, we want to ensure that all of our students have the skills and resources necessary to successfully accomplish their academic goals.  At times, if your faculty member is concerned about your ability to succeed in their course, they may submit a flag in our Starfish software requesting assistance from a counselor. If a counselor reaches out to you about a Starfish flag via email, telephone, or text message, their intention is to help! After learning more about your situation and needs, they may:

Assist you in resolving challenges to your academic success

Offer advice for navigating college and classroom processes and procedures

Provide referrals and connect you with additional college resources

## Class Cancellation and College Closure Policy

Students are responsible for checking their COD email account for notices of class cancellation.

In the event that it becomes necessary to close the campus as a whole or to cancel classes and other activities due to inclement weather, notices are sent out through the College’s [**COD Alerts system**](https://www.cod.edu/about/police-department/campus-safety-features.html) via text, email and voicemail (sign up at). Announcements are also posted on [**the College’s website**](http://www.cod.edu), on the exterior LED signs, [**the student and employee portals**](https://myaccess.cod.edu), and on [**Facebook**](https://www.facebook.com/collegeofdupage/) and on [**X**](https://twitter.com/CollegeDuPage?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor) (formerly Twitter).

## Title IX

College of DuPage is committed to your safety. Please be aware that all of COD’s faculty members are “responsible reporters”, which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence or stalking, I am required to share that information with the school’s Title IX Coordinator. Although I have to make that notification, you control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

More information on Title IX and Sexual Harassment can be found on the [**Dean of Students website**](https://www.cod.edu/student_life/dean-of-students/title-ix.aspx).

## COVID 19 Protocols

In an effort to keep our campus safeif you are not feeling well, please remain at home and follow up with your instructor. The College follows [CDC Guidelines for Preventing the Spread of Respiratory Illnesses](https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html). COVID diagnoses, exposure or symptoms need to be reported using this form [COVID-19 Student Self-Reporting Form](https://cm.maxient.com/reportingform.php?CollegeofDuPage&layout_id=9). The Dean of Student Affairs office will follow up in terms of next steps.  If you would like to make an accommodation request regarding COVID on the basis of a medical/health condition, please make your request through the Center for Access and Accommodations by going to [**https://cod.edu/access**](https://cod.edu/access) and clicking on the green box entitled Request Accommodations.