



ACADEMIC POLICIES & ETIQUETTE

ACADEMIC INTEGRITY

Students are expected to behave with honesty and integrity in all academic situations. Specifically, this means that they: Acknowledge with proper citations others' words, ideas, or data; Submit their own work on exams and other assignments; Sign only their own names on any verifications of attendance; Submit original work for each assignment unless instructors approve otherwise. The complete policy and some additional resources are available at <http://academicintegrity.syr.edu>. Instructors and students should be familiar with the policy, paying special attention to Section II, Academic Integrity Expectations, and Section VII, Consequences of Violations. All Students are subject to the SU academic integrity policy.

CLASS ATTENDANCE POLICY

Due to the nature of courses at SUF, which are different than courses on your home campus, class attendance is an integral part of the learning process and is thus mandatory for all SUF courses. Attendance, punctuality and participation are expected and professors have the right to enforce this policy by lowering grades due to unexcused absences. See your individual course syllabi for further details and the expectations of each professor regarding class, site-visit and field study attendance.

DISABILITIES/SPECIAL NEEDS POLICY

Students seeking disability-related services must contact Amy Kleine, in the first week of classes: askleine@syr.fi.it; tel. 055.5031324. Students are encouraged to further discuss their needs with the instructor at the beginning of the semester. In order to obtain authorized accommodations, students should be registered with the Office of Disability Services (ODS) at Syracuse University and have an updated accommodation letter for the instructor. Accommodations and related support services such as exam administration are not provided retroactively and must be requested in advance.

EXAM RESCHEDULING POLICY

If a student has 3 or more exams on any given day, s/he has the right to request a rescheduling. Other legitimate reasons for requesting a rescheduling would be: illness, death in the immediate family and other situations of a special, important, or significant nature. See the registrar, (Villa Rossa, room 21) for further details. The final exam schedule will be published each semester after the Academic Drop Deadline.

REQUEST FOR AN INCOMPLETE

Students must meet the requirements of a course, which include completing coursework on time and attending class sessions throughout the entire scheduled semester. A student who leaves without completing the course requirements risks receiving a failing grade. If you have a serious situation that does not allow you to complete a class within the Final Exam period, please see the Registrar (Villa Rossa, room 21) to find out if you are eligible to request an Incomplete grade.

TRANSCRIPTS & EXAM COPIES

Syracuse University will send to each student (home billing address) an official grade report of their course work at SUF approximately 3 weeks after the semester ends and grades have been submitted. You will need to fill out the Transcript Request Form if you need extra copies sent to your home university; see the Registrar (Villa Rossa, room 21).

If you need copies of your final exams, please leave a self-addressed, stamped envelope with a list of the exams you need at the Registrar's office (Villa Rossa, room 21) and they will be copied and mailed to you.

CLASSROOM ETIQUETTE

Please note that the classroom is a public learning environment and as such a certain level of respect needs to be maintained for your fellow classmates, professors and administrators. We expect all students to adhere to all posted signs and laws and follow the simple rules of classroom etiquette listed below:

- Punctuality is expected at all class times, site visits and field studies
- No food or drink is allowed in SUF classrooms (water only)
- Cell phones must be turned off during class times and at site-visits
- Computers are for note taking only – no web surfing, emailing or instant messaging allowed
- No smoking is allowed in SUF classrooms. Smoking is permitted in outdoor designated smoking areas only.