As the fall semester approaches and colleagues prepare for their fall classes, we thought it might be helpful to remind you of pertinent information about University policies and practices, and support services for students. Please feel free to include any of the sample statements below on your syllabus.

In developing your syllabi, we invite and encourage you to be as clear as possible with students about your attendance policy, the method you will use in the determination of grades, and your expectations of them relative to due dates of assigned work.

We hold students to high academic standards. Given our expectations, please avoid awarding incomplete grades. Only in the event of compelling, non-academic circumstances beyond a student’s control should an incomplete be awarded. An administrative failure (AF) is the appropriate grade for a student who has missed substantial portions and assignments of a class.

Below are important University policies, helpful resources, and sample syllabi statements:

- **Exam Scheduling:** University policy prohibits the administration of written or oral tests/exams during the last 5 days of classes (Dec. 4th – Dec 10th). Please also note that no testing of any kind may be administered on Election Day, Nov. 6th, or on Reading Day, Dec. 11th. (Please note, however, that scheduled final exams do begin at 6:00 p.m. on 12/11/18). Moreover, many colleagues suggest that it is wise to be sensitive about student religious obligations: Rosh Hashanah begins at sundown on September 9th through sundown on September 11th, and Yom Kippur begins at sundown on September 18th through sundown on September 19th. Day of Ashura begins at sundown on September 20th through sundown on September 21st.
• **University Academic Honesty Policy:** An increasing number of colleagues are making note on their syllabi of the importance of the University Academic Honesty Policy. Given the vigilance of the University in rooting out dishonesty, we strongly encourage this practice. Many colleagues also include in their syllabi the link for the tutorial on plagiarism as well. The links to these websites are as follows:
  o [University Academic Honesty Policy](#)
  o [Tutorial on Plagiarism](#)

• **Sample statement on disabilities:** "According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate his/her disability. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) at 201 Smith Hall. Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. Faculty have an obligation to respond once they receive official notice of accommodations from SAS, but are under no obligation to provide retroactive accommodations. For more information refer to [www.unh.edu/studentaccessibility](http://www.unh.edu/studentaccessibility) or contact SAS at 603.862.2607, 711 (Relay NH) or [sas.office@unh.edu](mailto:sas.office@unh.edu).”

• **Sample statement on emotional or mental health distress:** Your academic success in this course is very important to me. If, during the semester, you find emotional or mental health issues are affecting that success, please contact Psychological and Counseling Services (PACS) (3rd fl, Smith Hall; 603 862-2090/TTY: 7-1-1) which provides counseling appointments and other mental health services.

• **Sample statement on classroom-behavior expectations:** To ensure a climate of learning for all, disruptive or inappropriate behavior may result in exclusion (removal) from this class. As a reminder, cell phone/pda, etc. use, including text messaging, is not permitted in this class by Faculty Senate rule unless by instructor permission.

• **Confidentiality and Mandatory Reporting:** The University of New Hampshire and its faculty are committed to assuring a safe and productive educational environment for all students and for the university as a whole. To this end, the university requires faculty members to report to the university’s Title IX Coordinator (Donna Marie Sorrentino, [dms@unh.edu](mailto:dms@unh.edu), 603-862-2930/1527 TTY) any incidents of sexual violence and harassment shared by students. If you wish to speak to a confidential support service provider who does not have this reporting responsibility because their discussions with clients are subject to legal privilege, you can find a list of resources here (privileged confidential service providers/resources). For more information about what happens when you report, how the university considers your requests for confidentiality once a report is made to the Title IX Coordinator, your rights and report options at UNH (including anonymous report options) please visit (student reporting options).

• Additional resources you may find helpful during the semester in dealing with students facing difficult challenges are:
  o **Center for Academic Resources (CFAR):** Provides services and resources to support undergraduate students in their pursuit of academic success. ([https://www.unh.edu/cfar](https://www.unh.edu/cfar))
  o **Sexual Harassment and Rape Prevention Program (SHARPP):** Provides free and confidential advocacy and direct services to survivors. ([https://www.unh.edu/sharpp](https://www.unh.edu/sharpp))
- **QPR** is a new training program in mental health matters offered by PACS colleagues. Please do contact Dr. Elisa Bolton at elisa.bolton@unh.edu should your department or program want a training session.

- **Behavior Intervention Team (BIT)**: This team provides assistance to the UNH community when a student's behavior suggests harm to self or others, making referrals to appropriate resources and recommends appropriate actions to the Dean of Students when needed. ([https://www.unh.edu/student-life/behavioral-intervention-team-bit](https://www.unh.edu/student-life/behavioral-intervention-team-bit)). More information can be provided by calling The Office of the Dean of Students at 862-2053. This year, the Office of the Dean of Students will provide you with guidance in the event that you have concerns about the health, safety, and well-being of a student. Dr. Joan Glutting, Clinical Associate Professor of Psychology and Senior Faculty Fellow in the Dean of Students Office, is available to guide you in determining the proper referral in any given case. She is best reached via email at joan.glutting@unh.edu. Please do not include the student’s name in the email. Rather, provide her with the best way to contact you and she will do so. Please know that the associate dean of a student’s college is also a helpful resource. We work as close partners in troublesome student cases.

We hope you have a successful fall semester. Thank you in advance for the hard work you do providing our students with a first-rate education.