

Policy Statements for Syllabi



Title IX

Baylor University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. This policy prohibits sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation (collectively referred to as prohibited conduct). For more information on how to report, or to learn more about our policy and process, please visit www.baylor.edu/titleix. You may also contact the Title IX office directly by phone, (254) 710-8454, or email, TitleIX_Coordinator@baylor.edu.

Optional Add-On:

The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing, and other forms of assistance that may be available. Staff members at the office can also explain your rights and procedural options if you contact the Title IX Office. You will not be required to share your experience. **If you or someone you know feels unsafe or may be in imminent danger, please call the Baylor Police Department (254-710-2222) or Waco Police Department (9-1-1) immediately.**

Academic Integrity

Example 1:

Baylor University policies require that students, staff, and faculty act in academic matters with utmost honesty and integrity. It is the responsibility of each student to be familiar with the Honor Code and other university policies and procedures affecting academic integrity. Students are also encouraged to consider these suggestions:

- Review each class syllabus for expectations your professor may have regarding course work and class attendance that go beyond those stated in university policies and guidelines and the Honor Code.
- Be familiar with the importance of academic integrity in class. Understand how citations show respect for other scholars.
- Talk with your professor if you are confused about citation practices or other research standards.
- Make sure you understand not only what counts as plagiarism and cheating, but also how to avoid engaging in these practices. Manage your time, take notes correctly, and use the internet appropriately.
- Make sure you understand your professor's guidelines about working with other students on assignments, receiving assistance from other students on assignments, citing sources, using notes or exams from previous or other classes, and accessing information during an examination. If in doubt – ASK YOUR PROFESSOR!
- Understand that penalties can result from dishonest conduct, ranging from failure of the assignment to immediate expulsion from the university.

For more information see the Baylor University Honor Code on the Academic Integrity Web page or contact the Office of Academic Integrity at 710-8882 or Academic_Integrity@baylor.edu.

Example 2:

Plagiarism or any form of cheating involves a breach of student-teacher trust. This means that any work submitted under your name is expected to be your own, neither composed by anyone else as a whole or in part, nor handed over to another person for complete or partial revision. Be sure to document all ideas that are not your own. Instances of plagiarism or any other act of academic dishonesty will be reported to the Honor Council and may result in failure of the course. Not understanding plagiarism is not an excuse. As a Baylor student, I expect you to be intimately familiar with the Honor Code at: <http://www.baylor.edu/honorcode>

Academic Success

Example 1:

We as faculty members have high academic expectations of you and believe every student who has been admitted to Baylor can be successful. I will notice if you are struggling in my course. If your academic performance in this class is substandard, expect that I will submit an Academic Warning to the Success Center during the reporting period in the sixth week of the semester. I will also work to help and connect you to the resources you need beyond my course. Familiarize yourself with the culture of success we have at Baylor by stopping by the Paul L. Foster Success Center in Sid Richardson or by going to: <http://www.baylor.edu/successcenter/>. Even if you don't need help, you can get involved by tutoring other students in the future or by telling a hall mate how and where to get help.

Example 2:

Many students struggle academically in at least one or two courses during any given semester. If this occurs, consider the resources of the campus that are available to you. Do not hesitate to set up an appointment with the professor of the classes in which you are struggling. Students may also consider contacting the Success Center at 710-8212 or the Counseling Center at 710-2467.

Office of Access and Learning Accommodation (OALA)

Example 1:

Baylor University is committed to the educational success of all students. If you qualify for a learning accommodation, please communicate with me at the beginning of the semester or as soon as you have the requisite documentation from the Office of Access and Learning Accommodations (OALA). The OALA phone number is (254) 710-3605, and the office is located in the Paul L. Foster Success Center - Sid Richardson, East Wing. Federal law mandates that "No otherwise qualified person with a disability in the United States shall, solely by the reason of disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance" (Section 504 of the Rehabilitation Act of 1973). Baylor University complies with all applicable federal and state non-discrimination laws and does not engage in unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, or disability in employment or the provision of services.

Example 2:

If you qualify for classroom accommodations related to a diagnosed disability, please inform me during the first week of classes or as soon as you have obtained the requisite documentation from Baylor's Office of Access and Learning Accommodations (OALA). The OALA phone number is (254) 710-3605, and the office is located in the Paul L. Foster Success Center - Sid Richardson, East Wing.

Example 3:

If you have a documented disability and wish to discuss classroom accommodations, please contact me as soon as possible. Students are responsible for obtaining appropriate documentation and information regarding accommodations from the Baylor University Office of Access and Learning Accommodation (OALA). The OALA phone number is (254) 710-3605, and the office is located in the Paul L. Foster Success Center - Sid Richardson, East Wing.

Example 4:

If you have a documented disability and anticipate needing classroom accommodations in this course, please make arrangements to meet with me soon. You should also contact the Office of Access and Learning Accommodations (OALA) for additional information and assistance. The OALA phone number is (254) 710-3605, and the office is located in the Paul L. Foster Success Center - Sid Richardson Building, East Wing.

Military Student Advisory

Veterans and active duty military personnel are welcomed and encouraged to communicate, in advance if possible, any special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the VETS Program Office with any questions at (254) 710-7264.

Office Hours

One of the best ways to take full advantage of learning in my course is by coming to my office hours. I look forward to guiding you in your academic pursuits. Take advantage of the hours listed above or email me for an appointment.

Turnitin.com

If you use the TurnItIn plagiarism detection software (integrated through Canvas) in your courses, you should include the following statement on your syllabus:

Baylor University subscribes to TurnItIn, a web-based plagiarism detection/prevention service. Papers submitted to TurnItIn are compared to resources in the database. The results of the comparison (including hyperlinks to web pages or other papers with the same text) are then sent to the instructor. Students agree that by taking a course, all required papers, exams, class projects or other assignments submitted for credit may be submitted to turnitin.com or similar third parties to review and evaluate for originality and intellectual integrity. A description of the services, terms and conditions of use, and privacy policy of turnitin.com is available on its web site: <http://www.turnitin.com>.

Understand that all work submitted to turnitin.com will be added to its database of papers. Further understand that if the results of such a review support an allegation of academic dishonesty, the course work in question as well as any supporting materials may be submitted to the Honor Council for investigation and further action.