University Policy Statements to be included on Syllabi

It is in students’ and instructors’ best interests to circulate this information in every course. Do not hesitate to elaborate in any of these areas with students as you review your syllabus. You are strongly encouraged to include the following statements on all syllabi given to students:

Undergraduate Grade Symbols
Northwestern has instituted Pass/No Pass grading for all undergraduates enrolled during Spring Quarter 2020. A “P” is recorded if the student achieves a passing grade designated as a D or higher, per our current policy. An “N” is recorded if the grade is F. Neither the P nor N grades factor into the GPA; a Pass grade does earn a unit of credit towards graduation. In the School of Communication, courses completed with a grade of P in Spring 2020 can count towards SoC major, minor, field of concentration, certificate, module, distribution and elective requirements.

University Policies and Expectations
All University policies and procedures for students and faculty continue to apply to remote learning, including the University’s expectations around academic integrity. Course materials continue to be copyrighted and cannot be reproduced, distributed, posted or sold by students.

Remote Access Support
Northwestern is committed to ensuring students remain connected to courses and learning resources while participating remotely. A checklist of items to ensure students are prepared for Spring Quarter studies and participation in courses via Canvas, Zoom, and other online tools can be accessed here:
https://digitallearning.northwestern.edu/remote/students

Resources for Students
A robust set of University resources remain available for students and are transitioning to deliver services remotely. These resources include academic advising, career services, Counseling and Psychological Services and the Health Service. Read more about resources for students here.

Recording of Synchronous Remote Class Sessions
This class or portions of this class will be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course and will be deleted at the end of the Spring Quarter. Your instructor will communicate how you can access the recordings.

Unauthorized student recording of classroom or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical and may also be a violation of University policy and state law. Students requesting the use of assistive technology as an accommodation should contact Accessible NU:
https://www.northwestern.edu/accessiblenu/index.html

Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited. Under the University’s Copyright Policy, faculty own the copyright to
instructional materials – including those resources created specifically for the purposes of
instruction, such as syllabi, lectures and lecture notes, and presentations. Students cannot
copy, reproduce, display or distribute these materials. Students who engage in
unauthorized recording, unauthorized use of a recording or unauthorized distribution of
instructional materials will be referred to the appropriate University office for follow-up.

Students with Disabilities
Any student requesting accommodations related to a disability or other condition is
required to register with AccessibleNU (accessible@northwestern.edu ; 847-467-5530) and
provide professors with an accommodation notification from AccessibleNU, preferably
within the first two weeks of class. All information will remain confidential.
For more information visit: http://www.northwestern.edu/accessible/faculty/general-
information/index.html

Academic Integrity at Northwestern
Students are expected to comply with University regulations regarding academic integrity:
(http://www.northwestern.edu/provost/policies/academic-integrity/) If you are in doubt
about what constitutes academic dishonesty, speak to the instructor before the assignment
is due and/or examine the University web site. Academic dishonesty includes but is not
limited to cheating on an exam (e.g., copying others’ answers, providing information to
others, using a crib sheet) or plagiarism of a paper (e.g., taking material from readings
without citation, copying another student’s paper). Failure to maintain academic integrity
on an assignment will result in a loss of credit for that assignment—at a minimum. Other
penalties may also apply, including academic suspension. The guidelines for determining
academic dishonesty and procedures followed in a suspected incident of academic
dishonesty are detailed on the website: https://advising.soc.northwestern.edu/registration-
and-policies/academic-integrity/

Sexual Harassment Policy
It is the policy of Northwestern University that no member of the Northwestern
community—students, faculty, administrators, staff, vendors, contractors, or third
parties—may sexually harass any other member of the community. Sexual harassment is
any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome
sexual advances; the use or threatened use of sexual favors as a basis for academic or
employment decisions; conduct that creates a hostile, intimidating, or offensive academic
or working environment; conduct that has the effect of unreasonably interfering with an
individual’s work performance; and other verbal, nonverbal, or physical conduct of a sexual
nature that is sufficiently severe, persistent, or pervasive to limit a person’s ability to
participate in or benefit from an educational program or activity. Sexual harassment is a
type of conduct prohibited under the University’s Policy on Sexual Misconduct, Stalking, and
Dating and Domestic Violence, which can be found at www.northwestern.edu/policies For
more information, visit: https://www.northwestern.edu/sexual-misconduct/index.html

Student Conduct in Communication Courses
All undergraduate students enrolled in School of Communication courses are responsible
for compliance with the following standards:
• Attendance is required in all courses, and excessive absence is cause for failure.
• Credit will not be given for 2 courses that meet at the same time
• All assigned work must be completed to receive course credit.
• Assignments must be turned in on time, and examinations must be taken as scheduled; assignments cannot be made up or grades of incomplete given without prior approval from the instructor.

Student Participation
It can be very beneficial to have a clear participation policy included in your syllabus. Including the number of “absences” permitted and the penalties for additional missed class and/or assignments leaves less ambiguity when grading students at the end of the term.