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| <p><b>Policy title:</b><br/>Syllabus requirements</p> | <p><b>Category:</b><br/>Academic Affairs<br/>Faculty<br/>Graduate/Adult/Transfer<br/>Omaha Instructional Site<br/>Registrar<br/>Title IX/Sexual Misconduct<br/>Traditional Undergraduate</p> |
| <p><b>Owner:</b></p>                                  | <p><b>Approved by:</b></p>   |

## Policy statement

In order to implement and monitor a number of academic policies, it is important that the Academic Affairs Office have copies of course syllabi for all current courses. **Syllabi should be submitted electronically to the Office of Academic Affairs prior to the first day of class.**

### Syllabi should include:

*Student Attendance Policy.* Regular class attendance is intended for all students. Specific attendance requirements vary. Each instructor determines their own attendance requirements and provides a written statement of them to each class during the first week of the semester. A copy of this statement is sent to the Academic Affairs Office and is open to examination by students.

*Grading Policy.* Faculty members shall publish their grading policy for all students in their classes. This should include all criteria that may be involved in formulating a student's grade. If, for example, grades will be derived solely from test scores and class participation, then this should be published for students. (The policy requires that a copy of the grading policy for each class be on file in the Academic Affairs Office and that it be open to examination by students.)

*Policy Statement on the University's Commitment to Students with Disabilities.* According to the policy adopted in January of 1997, the following statement is to be communicated to all students in each class. Faculty members are urged to include this statement in course outlines/syllabi: "Nebraska Wesleyan University maintains a supportive academic environment for students with disabilities. To assist us in that effort, Federal law requires that students with disabilities notify the University, provide documentation, and request reasonable accommodations. If you need accommodations in this course, please contact Prof. Sandy McBride, the Services for Students with Disabilities Coordinator (Old Main 126, 402-465-2346, smcbride [at] nebrwesleyan.edu)."

*Statement on Academic Integrity.* In addition, faculty members are encouraged to include the following Statement on Academic Integrity. "Academic integrity is one of the basic principles of a university community. Nebraska Wesleyan University

encourages and expects the highest standards of academic honesty from all students. The Code of Student Conduct states that students found to have engaged in academic dishonesty, which encompasses such activities as cheating, plagiarism, unauthorized collaboration, and misrepresentation, are subject to disciplinary sanctions. Refer to Article V of the Code of Student Conduct for examples and definitions of academic dishonesty along with possible sanctions. Violations of academic integrity will result at least in the failure of the assignment and/or course and could result in Student Conduct Board process.”

*Title IX Statement.* Instructors may reword the statement to fit the voice or tone of the syllabus, provided the modified text contains the following:

- Statement of the university’s commitment to Title IX
- Reporting section on faculty members as mandatory reporters
- Resources section on the availability of confidential resources on and off campus for the relevant site (Lincoln/Omaha) and the [titleix \[at\] nebrwesleyan.edu](mailto:titleix@nebrwesleyan.edu) mail address.

Faculty should consult the Canvas Commons for the most up-to-date version of Title IX resources, as personnel may change.

(Longer Version of Reporting Text)

Title IX Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a reporting responsibility under The Title IX Educational Act of 1972, which prohibits violence, harassment, and discrimination based on sex and gender. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, for the sake of NWU students’ safety and welfare, I am required to share information regarding sexual misconduct or information about a crime that may have occurred on NWU’s campus with a Title IX Coordinator. Confidential resources and assistance from the Title IX office are available for all NWU students.

(Shorter Version of Reporting Text)

Title IX Reporting

The Nebraska Wesleyan community and I seek to create a safe learning environment for our students. This includes promoting freedom from violence, harassment, and discrimination based on sex and gender. For the sake of NWU students’ safety and welfare, I am required to share information regarding sexual misconduct or information about a crime that may have occurred on NWU’s campus with a Title IX Coordinator.

Confidential resources and assistance from the Title IX office are available for all NWU students.

Confidential Resources

Confidential assistance is also available for students. If you or someone you know has been harassed, assaulted, or discriminated against because of sex or gender, the following resources are available:

On Campus Confidential Resources (Lincoln):

Campus Victim Advocate: [advocate \[at\] nebrwesleyan.edu](mailto:advocate@nebrwesleyan.edu) Campus Minister: Rev. H.

Eduardo Bousson: [ebousson \[at\] nebrwesleyan.edu](mailto:ebousson@nebrwesleyan.edu)

NWU Personal Counseling Services: 402-465-2464

Off Campus Confidential Resources (Lincoln):

24-hour Crisis Line [\(402\) 475-7273](tel:(402)475-7273)

Voices of Hope (Relationship violence, sexual assault, and abuse support center)

2545 N Street; Lincoln, NE 68510; Office: [\(402\) 476-2110](tel:(402)476-2110)

Off Campus Confidential Resources, Omaha:

- Women's Center for Advancement [\(402\) 345-6555](tel:(402)345-6555)

- o Women's Center for Advancement can help Omaha and Council Bluffs students who are experiencing issues of sexual assault, dating violence, domestic violence, harassment, discrimination, or stalking.

- o 24-hour crisis hotline, victim advocacy, free behavioral health services, free legal services including immigration, support groups, advocacy for women connected to the military, support services for human trafficking victims, financial literacy classes, life skills workshops, health & wellness partnerships, career clothing closet, employment coaching.

- 24-hour Crisis Line (English and Spanish)

- o 8:00AM-5:00PM, M-F <http://www.wcaomaha.org>

- o [\(402\) 475-7273](tel:(402)475-7273)

- o 3801 Harney Street, Omaha, NE 68131

NWU Title IX Resources:

For information about campus Title IX resources and related policies, see the "Sexual 37

Misconduct Prevention and Response" page on the NWU website:

<https://www.nebrwesleyan.edu/inside-nwu/sexual-misconduct-prevention-an...>

Title IX Coordinator, Lincoln: Natasha Sutliff, [titleix \[at\] nebrwesleyan.edu](mailto:titleix@nebrwesleyan.edu), 402-432-6925

Title IX Coordinator, Omaha: Amy Harrison, [titleix \[at\] nebrwesleyan.edu](mailto:titleix[at]nebrwesleyan.edu), 402-827-3555



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