



KENTUCKY
WESLEYAN
COLLEGE
—1858—

**Course number and
Name Instructor
Term and year**

Office Number and Location:

Office Hours: *(days and time and mechanism to be used for office hours - in office, via Teams, etc.)*

Office Phone #:

Email:

Other Communication Methods: *(text, course facebook page, etc.)*

Purpose/course description (course pre-requisites):

Student Learning Objectives:

Required Readings/Texts:

Academic Alerts

Wesleyan cares about your success. The Academic Alert system is designed to help you succeed. Instructors issue an alert to you, your advisor, your coach, and the CARES Team if you are having difficulty in class, not responding to your instructors' attempts to contact you about attendance issues or any concerns they might have about your success. The CARES Team will work with you to resolve your issues. If you have questions, please talk to your instructor.

Grading Policy and Mechanism of Final Grade Determination: *(be sure to include attendance requirements, procedures for accepting or not accepting late work, etc.)*

Attendance: *(please add your policy to then end of the statement below. Please add a statement about expectations for attendance based on course logins if you have an attendance policy)*

Attendance is an integral component of learning, successful completion of courses and the professional work ethic. Excessive absences in classes can result in lowered grades and reduction or loss of financial aid. Each student is expected to attend all classes, labs and other course-related activities for which she/he is enrolled. The attendance policy for each class is determined by the instructor and is stated in the course syllabus. It is the student's responsibility to know the policy on attendance for each course in which she/he is enrolled.

Academic Integrity Policy:

Kentucky Wesleyan College expects its students to adhere to the highest standards of academic honesty and integrity. Any student who, beyond a reasonable doubt, violates these standards is subject to disciplinary action by the faculty member in whose class the academic dishonesty has occurred and by proper college authorities. Examples of acts constituting academic dishonesty include (but are not limited to) the following:

1. Knowingly participating in fraudulent activities relating to examinations, assignments or projects: e.g.
 - Plagiarism - claiming or implying that the ideas or works of others are one's own original thoughts (includes making use of reports, term papers, films or other writing advertised for sale).
 - Writing reports, etc., or completing projects for others to submit for evaluation.
 - Submitting work that has been submitted in another class (unless there is written permission and it is acceptable to the instructor).
 - Taking examinations for another student.
 - Any form of cheating during the administration of an examination.
 - Intentionally missing examinations to obtain information from class members for illegitimate make-up of examinations.
 - Providing material or information to another person with knowledge that these materials or information would be used improperly.
2. Theft of examinations, projects, grade books, etc. Alteration of grades or scores on examinations, reports or in grade books.
3. Falsifying reasons for missing classes, not completing assignments, etc.
4. In addition to being honest, Kentucky Wesleyan students are expected to be civil and respectful to their instructors and fellow students.

Procedures and penalties: A faculty member who finds beyond a reasonable doubt that a student has violated academic integrity must report the violation to the Dean of Student Success using the Academic Integrity Report form. The faculty member has the right and responsibility to impose course - related sanctions, such as:

- Substitute examination or assignment.
- A grade of "F" for examination or assignment.
- Expulsion from the class with a grade of "F" for the course.
- Recommendation that the student be expelled from the college.

For first time violations, students must complete an Academic Integrity Workshop available weekly through the Student Success Center. Second violations will be reviewed by the Academic Integrity Review Board. Additional information concerning what constitutes Academic Integrity, procedures for review or appeal of penalties may be found at

<https://intranet.kwc.edu/uploads/sites/3/Academic-Integrity-Policy-Revised-2020.pdf>

Disability Support Statement:

"Kentucky Wesleyan College is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodations to participate and complete requirements for this class, notify me immediately and contact Ms. Molly Gross at the Office of Disability Services (FOB #27, 270-852-3212, or molly.gross@kwc.edu) for verification of eligibility and determination of specific accommodations."

Schedule of Class Assignments, exam dates, etc.

Dates:	Topic or Assignment	Reading Assignment:

Disclaimer statement: The professor reserves the right to make changes to the syllabus, including project due dates and test dates, when unforeseen circumstances occur. These changes will be announced as early as possible so that students can adjust their schedules.