

Whereas: There is a need to enhance the students' understanding of the Academic Integrity policy including faculty requirements under that policy and University policy S04-12 states "It is the role and obligation of each faculty member to: 1) Apprise classes of the Academic Integrity Policy and the ethical standards required in courses and the permissible procedures in class work and/or

Greensheets (Syllabi)

Introduction: Greensheets help enable students to better understand and fulfill their responsibilities as learners in courses. They

- d) Student learning objectives for the course, and if the course is GE, GE area student learning objectives
- e) Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation, etc.
 - Tentative course calendar including assignment due dates, exam dates, date of final exam; you might want to include “subject to change with fair notice” as well.

NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course.

APPENDIX

The following items are recommended for consideration. This list is not exhaustive.

- “In addition to my specifically posted office hours, I am available by arrangement.”
- An invitation to use office hours for help
- “You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at (include url here) .
- Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities.
- As appropriate to your particular class, a definition of plagiarism, such as that found on Judicial Affairs website at (include url here).
- “If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU’s Academic Integrity policy S04-12 requires approval by instructors.”
- Statement about whether collaboration is allowed and in what form.
- The name and contact information for the librarian liaison.
- Evacuation plan for the classroom.

ACTION BY UNIVERSITY PRESIDENT: Approved by President Don Kassing on 5/31/05 in consultation with the Senate Chair to be **implemented Spring 2006.**