# UT Syllabus Disclosures for 2023 - 2024

## Instructions

The Course Policies on the following page have been approved for inclusion on your syllabus by the Academic Standards Committee of the Faculty Senate or deemed necessary by administration for special circumstances related to Senate approved policy changes.

(Some notes have been added in purple, please remember to delete these notes before copying the information into your syllabus.)

The Academic Standards Committee has indicated that the first four syllabus disclosures are required as written. There are several disclosures that are recommended but can be reworded to better reflect the information that you wish to provide students on that topic, i.e., you may wish to provide more detail on Academic Integrity and how it fits within your course.

**Note: You may choose to link directly to the** [**Syllabus Disclosures**](https://www.ut.edu/academics/center-for-teaching-and-learning/required-syllabus-disclosures) **on the Center for Teaching and Learning page on the external UT website. This will allow your students to access the most up to date language should changes need to be made.**

(The following disclosures are required to be included in your syllabus ***as written***. Delete this note before copying to your syllabus. Alternatively, you can link to the [Required Syllabus Disclosures](https://www.ut.edu/academics/center-for-teaching-and-learning/required-syllabus-disclosures) page on the CTL website.)

## Syllabus Subject to Change

This syllabus is informational in nature and is not an express or implied contract. It is subject to change due to unforeseen circumstances, as a result of any circumstance outside the University’s control, or as other needs arise. If, in the University’s sole discretion, public health conditions or any other matter affecting the health, safety, upkeep or wellbeing of our campus community or operations requires the University to make any syllabus or course changes or move to remote teaching, alternative assignments may be provided so that the learning objectives for the course, as determined by the University, can still be met. The University does not guarantee that this syllabus will not change, nor does it guarantee specific in-person, on-campus classes, activities, opportunities, or services or any other particular format, timing, or location of education, classes, activities, or services.

## Title IX & Reporting Sexual Misconduct

Sexual misconduct, including, but not limited to acts of sexual harassment, nonconsensual sexual intercourse, nonconsensual sexual contact, dating violence, domestic violence, stalking, gender-based harassment or sexual exploitation are prohibited by Title IX, the Student Code of Conduct and other University policies.

The University strives to maintain a safe and nondiscriminatory campus community, and to do so, it is important for the Spartan community to report any safety concerns, such as acts of sexual misconduct. If you experience or witness any of these University prohibited actions, the University encourages reporting these matters, so that the University is able to take prompt action to stop, prevent and remedy the effects of the harassment. University resources and grievance procedure information will be provided to individuals who may seek services or redress.

There are many options to making a Title IX/Sexual Misconduct report. You may report this information through the University’s online [Title IX Report form](http://www.ut.edu/titleixreport).[[1]](#footnote-1) The information will be forwarded and reviewed by the Title IX Coordinator or a Title IX Deputy Coordinator, who will contact you to provide further information on University grievance procedure options and resources that are available.

You may also make a direct report by contacting the University’s Title IX Coordinator:

Kelsey San Antonio, Interim Title IX Coordinator

Southard Family Building Suite #266

(KSanAntonio@ut.edu) (813)-257-3748

If you decide to discuss an incident with your course professor, it is important to note that they are considered a Responsible Employee and are obligated to report the information you share to the University’s Title IX Coordinator.[[2]](#footnote-2)

If you are not ready to disclose or report this information to the University, you may disclose the information to a confidential party, such as a Victim Advocate, and/or a Counselor or Medical Clinician at the Student Health Center[[3]](#footnote-3), to discuss any further options and resources available before deciding to report.

* The Victim’s Advocacy Hotline: (victimadvocacy@ut.edu) (813) 257-3900
* Counseling Center (counselingservices@ut.edu) (813) 253-6250
* Student Health - Medical Services (healthcenter@ut.edu) (813) 253-6250

For more information, see The University of Tampa’s [Title IX webpage](https://www.ut.edu/titleix)[[4]](#footnote-4) and the [Student Code of Conduct](http://www.ut.edu/studentconduct)[[5]](#footnote-5) webpage.

## ADA Statement

Any student needing to arrange a reasonable accommodation for their disability and/or medical/mental health condition should contact Student Accessibility Services, Academic Success Center – 2nd Floor Technology Building. Phone: (813) 257-5757, Email: accessibility.services@ut.edu, Website: ut.edu/disabilities

## Campus Closure Statement

**Course interruption due to adverse conditions:** In case of any adverse condition or situation which could interrupt the schedule of classes, each student is asked to access [UT Homepage](https://www.ut.edu/)[[6]](#footnote-6) for information about the status of the campus and class meetings. In addition, please refer to SpartanLearn (powered by Canvas) for announcements and other important information. You are responsible for accessing this information.

(The following are recommended to be included in your syllabus. You may reword to reflect the needs of your course or just link to the policies if you choose. Delete this note before copying to your syllabus.)

## Academic Integrity Statement – Undergraduate Courses

The University of Tampa is committed to the development of each student to become a productive and responsible citizen who embraces the values of honesty, trust, fairness, respect, and responsibility. Upholding academic integrity and promoting an ethical standard that does not condone academic misconduct is an important demonstration of these values and underpins how we live and learn in a community of inquiry. Students are expected to act ethically in the pursuit of their education and to avoid behaviors that run counter to participation in and demonstration of their learning. The [Undergraduate Academic Integrity Policy[[7]](#footnote-7)](http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Academic-Integrity-Policy) lists several common types of violations related to cheating, unauthorized collaboration or assistance, plagiarism, and more. While the policy lists common violations and examples, it is not an exhaustive list and instructors may identify other types of conduct that impacts their ability to evaluate what has been learned substantively enough to constitute a violation of this policy. An instructor may impose a wide range of sanctions for academic integrity violations from completing a more difficult replacement assignment to an F in the course. Particularly severe violations or multiple violations throughout a student’s academic career may result in suspension or expulsion from the University.

## Academic Integrity Statement – Graduate Courses

The University of Tampa is committed to the development of each student to become a productive and responsible citizen who embraces the values of honesty, trust, fairness, respect, and responsibility. Upholding academic integrity and promoting an ethical standard that does not condone academic misconduct is an important demonstration of these values and underpins how we live and learn in a community of inquiry. Students are expected to act ethically in the pursuit of their education and to avoid behaviors that run counter to participation in and demonstration of their learning. The Graduate Academic Integrity Policy (available in the 2023-2024 catalog when published) lists several common types of violations related to cheating, unauthorized group work, plagiarism, and more. While the policy lists common violations and examples, it is not an exhaustive list and instructors may identify other types of conduct that impacts their ability to evaluate what has been learned substantively enough to constitute a violation of this policy. The process for resolving allegations of a violation of academic integrity can be found in the policy statement.

## Attendance Policy and Excused Absences

The [University of Tampa has a General Attendance Policy](http://ut.smartcatalogiq.com/Current/catalog/Academic-Policies-and-Procedures/General-Attendance) in the Catalog. As stated, students are expected to attend class and academic programs and individual faculty may require specified levels of attendance for successful completion of a course. However, the University has identified specific types of absences as either excused or unexcused absences. Students should be aware of each type of absence and the impact on their ability to complete work that was missed during their absence.

Faculty must be notified of scheduled excused absences in advance in order for students to receive accommodation for work missed. The type of absence must fall within the categories specified in the catalog and the faculty member may determine how far in advance notification must be provided.

Certain types of unscheduled absences may also qualify as excused. Faculty may require documentation or verification. This would include isolation or quarantine due to COVID.

The policy requires faculty to accommodate excused absences, including graded work, in a fair manner. This is determined by the faculty member and is dependent on the structure of the course and what work was missed. This may include replacement of work with something equivalent or having the work excluded from the student’s grade. Faculty are NOT required or expected to provide accommodation through remote access to the class or by providing a recording of the class session.

Faculty may determine that a student has missed too much participant-dependent work to successfully accomplish learning outcomes, even if the absences meet the criteria for excused absences.

Faculty are not required to allow a student to make up work missed due to unexcused absences.

## Class Disruption Statement

**Disruption policy:** Every student has the right to a comfortable learning environment where the open and honest exchange of ideas may freely occur. Each student is expected to do his or her part to ensure that the classroom (and anywhere else the class may meet) remains conducive to learning. This includes respectful and courteous treatment of all in the classroom. According to the terms of the University of Tampa Disruption Policy, the professor will take immediate action when inappropriate behavior occurs. Details of the policy may be found at [Disruption of the Academic Process](http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Disruption-of-the-Academic-Process)[[8]](#footnote-8).

1. www.ut.edu/titleixreport [↑](#footnote-ref-1)
2. There is an exception to this required reporting for preventative education programs and public awareness events or forums. For more information about exempt events, please contact the Title IX Office. [↑](#footnote-ref-2)
3. A disclosure to a Dickey Health and Wellness Center Counselor or Medical clinician is only confidential when the disclosure is within the course of mental or medical health treatment and services. [↑](#footnote-ref-3)
4. https://www.ut.edu/titleix [↑](#footnote-ref-4)
5. https://www.ut.edu/studentconduct [↑](#footnote-ref-5)
6. https://www.ut.edu/ [↑](#footnote-ref-6)
7. http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Academic-Integrity-Policy [↑](#footnote-ref-7)
8. http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Disruption-of-the-Academic-Process [↑](#footnote-ref-8)