

## **CoBPA Required Items for Syllabi:**

### **Disability Support and Medical Services**

If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me as soon as possible. My office location and hours are at the top of this syllabus. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (180 McCannel Hall, 777-3425).

If you have a temporary medical condition such as a broken arm or recovering after surgery, you may be able to arrange for courtesy services. In most cases, it is expected that you will make your own arrangements for these services. Examples of courtesy services include access to a test scribe if the student has a broken hand; lift equipped van transportation when the student has a broken leg or temporary accessible parking for a student using crutches for a short period. If you are unable to make your own arrangements, please contact DSS (777-3425). Unlike services and/or accommodations provided to eligible students with disabilities, the University is NOT obligated to provide courtesy services.

### **CoBPA Policy on Late Enrollment**

Late enrollment in a business administration course will normally be permitted only if the course has not completed the equivalent of one full week of meetings (3 meetings for MWF classes, 2 meetings for TR classes, one meeting for once-per-week classes). Late enrollment, and enrollment in a closed class, requires approval of the department offering the class.

### **Academic Integrity**

Academic integrity is a serious matter, and any deviations from appropriate behavior will be dealt with strongly. At the discretion of the professor, situations of concern may be dealt with as a scholastic matter or a disciplinary matter. As a scholastic matter, the professor has the discretion to determine appropriate penalties to the student's workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties. Be aware that I view this as a very serious matter, and will have little tolerance of or sympathy for questionable practices. A student who attempts to obtain credit for work that is not their own (whether that be on a paper, quiz, homework assignment, exam, etc.) will likely receive a failing grade for that item of work, and at the professor's discretion, may also receive a failing grade in the course.

### **Technology Support for Students, Faculty and Staff**

For detailed information on all CoBPA Technology services (e.g., Usernames, the U:\ Drive, the CoBPA Portal, Printing, Card Access, etc.), please visit the following website: [www.business.und.edu/help](http://www.business.und.edu/help)