

# The College of Liberal Arts and Sciences

## Policies and Procedures

### **Administrative Home of the Course**

The College of Liberal Arts and Sciences is the administrative home of this course and governs such academic matters as the add/drop deadlines, the second-grade-only option, issues concerning academic fraud or academic probation, and how credits are applied for various graduation requirements. Different colleges may have different policies. Students with questions about these or other CLAS policies should speak with an academic advisor or with the staff in 120 Schaeffer Hall. Also see the CLAS Academic Handbook: [www.clas.uiowa.edu/students/academic\\_handbook/index.shtml](http://www.clas.uiowa.edu/students/academic_handbook/index.shtml)

### **Academic Fraud**

Plagiarism and any other activities that result in a student presenting work that is not his or her own are academic fraud. Academic fraud is reported to the departmental DEO and then to the Associate Dean for Academic Programs and Services in the College of Liberal Arts and Sciences who deals with academic fraud according to these guidelines: [www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml)

### **Making a Suggestion or a Complaint**

Students have the right to make suggestions or complaints and should first visit with the instructor, then with the course supervisor if appropriate, and next with the departmental DEO. All complaints must be made within six months of the incident. [www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml#5](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml#5)

### **Accommodations for Disabilities**

A student seeking academic accommodations should first register with Student Disability Services and then meet with a SDS counselor who determines eligibility for services. A student approved for accommodations should meet privately with the course instructor to arrange particular accommodations. See [www.uiowa.edu/~sds/](http://www.uiowa.edu/~sds/)

### **Understanding Sexual Harassment**

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. See [www.sexualharassment.uiowa.edu/](http://www.sexualharassment.uiowa.edu/)

### **Reacting Safely to Severe Weather**

If severe weather is indicated by the UI outdoor [warning system](#), class members will seek shelter in the innermost part of the building, if possible at the lowest level, staying clear of windows and of free-standing expanses which might prove unstable. The class will resume after the severe weather has ended. See the Operations Manual section [16.14. i](#).

### **University Examination Policies**

**Missed exam policy.** University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, certain

University activities, or unavoidable circumstances. Excused absence forms are available at the Registrar web site: [www.registrar.uiowa.edu/forms/absence.pdf](http://www.registrar.uiowa.edu/forms/absence.pdf)

**Final Examinations.** An undergraduate student who has two final examinations scheduled for the same period or more than three examinations scheduled for the same day may file a request for a change of schedule before the [published deadline](#) at the Registrar's Service Center, [17 Calvin Hall](#), 8-4:30 M-F, (384-4300).