



## MEMORANDUM

DATE: December 18, 2023

TO: Deans, Associate Deans, School Directors, Faculty and Staff

FROM: Sheryl A. Tucker  
Provost and Vice Chancellor for Academic Affairs

RE: Course Syllabus Requirements  
Spring 2024 Syllabus Attachment

With New Year and spring semester right around the corner, this Memo includes the usual course syllabus requirements that support the academic success of our students. Once it is released, the spring semester exam schedule can be found at the Office of the Registrar website: <https://registrar.siu.edu/>

The minimum requirements for syllabi are outlined in the collective bargaining agreements (CBAs) with the SIUC Faculty Association (see section 10.02.a.3) and the NTT Faculty Association (see section 11.04.a.3: <https://laborrelations.siu.edu/labor-contracts/>). As required by the CBAs, all faculty must provide a copy of each course syllabus to the school director by the end of the first week of classes (**Friday, January 19, 2024**). Please note, course syllabi are not to be posted electronically except as allowable by the CBAs (Section 10.02.a.3 of FA Contract; Section 11.04.a.3 of NTT Contract). Additionally, under the CBAs, all faculty, must confirm in writing to the Director that their syllabi have been provided to students by the end of the first week of classes.

Attached is the recommended syllabus attachment for Spring 2024. You are encouraged to distribute it to students with your course syllabus. This syllabus attachment also is available from the Provost's Forms page: <https://pvcaa.siu.edu/common/documents/syllabus-attachments/syllabus-attachment-spring-2024.pdf>

I appreciate your efforts to ensure our students' success and best wishes for a smooth start to the spring semester.

Attachment: Spring 2024 Syllabus Attachment

Copy: Austin Lane, Chancellor  
Juliane Wallace, Associate Provost for Academic Administration  
Julie Dunston, Associate Provost for Academic Programs  
Rachel Frazier, Director, Office of the Registrar

# Syllabus Attachment

Spring 2024



MISSION STATEMENT FOR SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

## IMPORTANT DATES:

Semester Classes Begin: .....01/16/2024  
Last day to add full-term course (without Dean's signature): .....01/21/2024  
Last day to withdraw from the University with a full refund: .....01/26/2024  
Last day to drop a full-term course for a credit/refund: .....01/28/2024  
Last day to drop a full-term course (W grade, no refund):.....03/31/2024  
Final examinations: .....05/06/2024–05/10/2024

Note: Please verify the above dates with the Registrar calendar and find more detailed information on deadlines at <http://registrar.siu.edu/calendars>. For add/drop dates that apply to shorter-than-full-term courses, please look at the Schedule of Classes search results at <http://registrar.siu.edu/schedclass/index.php>

## SPRING SEMESTER HOLIDAYS:

Martin Luther King, Jr.'s Birthday 01/15/2024  
Spring Break 03/09/24-03/17/24  
Total Solar Eclipse (classes cancelled) 04/08/24

**DIVERSITY:** Southern Illinois University Carbondale's goal is to provide a welcoming campus where all of our students, faculty and staff can study and work in a respectful, positive environment free from racism and intimidation. For more information visit: <http://diversity.siu.edu>. Additional [international flyer](#).

**DISABILITY SUPPORT SERVICES:** SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Disability Support Services coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval please contact DSS immediately at (618) 453-5738 or <https://disabilityservices.siu.edu>. You may request accommodations at any time, but timely requests help to insure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty.

**MILITARY COMMUNITY:** There are complexities of being a member of the military community and also a student, and military and veteran related developments can complicate academic life. If you are a member of the military community and in need of accommodations please visit Veterans Services at <http://veterans.siu.edu/>.

**STUDENT MULTICULTURAL RESOURCE CENTER:** The Student Multicultural Resource Center serves as a catalyst for inclusion, diversity and innovation. As the Center continues its work, we are here to ensure that you think, grow and succeed. We encourage you to stop by the Center, located in the Student Services Building Room 140, to see the resources available and discover ways you can get involved on the campus. Visit us at <https://smrc.siu.edu/>.

**SALUKI CARES:** The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIUC will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For information on Saluki Cares: Call (618) 453-2461, email [siucares@siu.edu](mailto:siucares@siu.edu), or <http://salukicare.siu.edu/>.

**SAFETY AWARENESS FACTS AND EDUCATION:** Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>.

**SIU COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS):** Mental health counseling services are available by calling [CAPS](http://caps.siu.edu) at (618) 453-5371. CAPS offers confidential same-day services and ongoing counseling. For after hours crisis care, students are encouraged to call 988, 911, or present to their nearest emergency room.

**WITHDRAWAL POLICY (Undergraduate Only):** Students who officially register for a session must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student, or on behalf of the student through the academic unit, and be processed by the Registrar's office. For the proper procedures to follow when dropping courses and when withdrawing from SIUC visit: <http://registrar.siu.edu/students/withdrawal.php>.

**SIUC'S EARLY WARNING INTERVENTION PROGRAM (EWIP):** Students enrolled in courses participating in SIUC's Early Warning Intervention Program might be contacted by University staff during a semester. More information can be found at the University Core Curriculum's Overview webpage: <https://corecurriculum.siu.edu/for-faculty/>.

**EMERGENCY PROCEDURES:** We ask that you become familiar with Emergency Preparedness at SIU. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness at SIU website, and through text and email alerts. To register for alerts visit: <http://emergency.siu.edu/>.

## CATALOGS:

[catalog.siu.edu](http://catalog.siu.edu)  
[gradcatalog.siu.edu](http://gradcatalog.siu.edu) - Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please refer to the graduate catalog.

## CENTER FOR LEARNING AND SUPPORT SERVICES:

Tutoring: <https://class.siu.edu/>  
Math Labs: <http://math.siu.edu/courses/course-help.php>

**WRITING CENTER:** <http://write.siu.edu/>

**PLAGIARISM:** See the Student Conduct Code: <http://srr.siu.edu/student-conduct-code/>

**INCOMPLETE POLICY (Undergraduate Only):** <http://registrar.siu.edu/grades/incomplete.php>

**REPEAT POLICY:** <http://registrar.siu.edu/students/repeatclasses.php>

**MORRIS LIBRARY HOURS:** <https://libcal.lib.siu.edu/hours/>

**ADVISEMENT:** <http://advisement.siu.edu/>

**SIU ONLINE:** <https://online.siu.edu/>