Required Components of Course Syllabi & Suggested Policy Language

With the exception of independent educational experiences (such as theses, independent studies, and internships), faculty are required to provide students with a course syllabus on or before the first day of class. In the case where student input is required for the formulation of the syllabus, the syllabus must be provided no later than the Friday preceding the drop/SU deadline. Syllabi must contain, at a minimum:

- instructor's name, office location, contact information, office hours
- learning goals/course objectives
- course description/overview
- course requirements (projected assignments, examinations, presentations, due dates, etc.)
- course materials (books, supplies, etc.)
- grading policy
- attendance policy
- academic integrity policy

Syllabi must also contain statements pertaining to:

- Title IX and sexual and gender-based misconduct
- conscientious religious observance
- accommodation of students with disabilities

These statements summarize policies that respond to NYS and Federal law, including Enough Is Enough, Section 224-a of New York State's Education Law, Title IX of the Civil Rights Act, and the Americans with Disabilities Act. Skidmore's policy on absences attributed to religious observance can be found here. Skidmore's policy and procedures related to sex and gender-based misconduct can be found here.

Faculty are urged to also include statements pertaining to:

- diversity and inclusion
- Honor Code
- recording of class sessions

Language for syllabi endorsed by the CC, CEPP, and/or IPPC:

Accommodating Students with Disabilities
Skidmore College is committed to supporting the learning needs of all students in our diverse community. If you have a documented barrier to learning or think you may have a disability, please make an accommodation request through the AIM portal in OKTA. Accommodations are approved by Accessibility Services following a review of students' documentation and an initial student meeting. If you are approved for academic accommodations, please provide your letter of accommodations to me early in the semester, or as soon as you are approved, so that we can proactively coordinate implementation. Academic accommodations based on disability cannot be granted by individual faculty. For further information, please call (518) 580-8150 or email testing@skidmore.edu to contact Accessibility Services. Accessibility Services is located in the Learning Commons, Starbuck Center with testing accommodations provided in the Annex.

Conscientious Religious Observance Policy
Skidmore College acknowledges that our community is one of many faiths with a diverse range of practices and observances important to each tradition. In order to fulfill our mission to educate a

diverse population of talented students and our commitment to inclusion regardless of religious and spiritual tradition, we seek to practice an equitable and consistent approach in providing religious accommodations. If religious observance requires absence from class or you anticipate a conflict with assignments or due dates, please notify your instructor ***prior*** *to the absence or conflict so that accommodations can be arranged. Although not required, please provide notification about a pending religious holiday at the start of the semester or at least one week before the holiday. As an option, you may use the form available at www.skidmore.edu/religious-life/calendar.php [or here].*

Accommodations for your absence should not reduce the overall expectations of a course nor unduly burden you for requesting accommodation. Students shall not suffer academic, athletic, or employment penalties because of the conscientious observance of any religious day or days. Faculty must permit students to take a makeup examination without any penalty if they have to miss an examination due to religious observances. Similarly, faculty must permit students to submit missed assignments by an agreed upon due date, without penalty.

If a student, supervisor, coach, or faculty member feels the policy is being violated, they should contact the Dean of Faculty Office at 518-580-5705 (Palamountain 416), the Dean of Students Office at 518-580-5760 (Case Center 313), or Human Resources at 518-580-5800 (Barrett Center first floor). The full policy can be found at www.skidmore.edu/religious-life/calendar.php.

Diversity and Inclusion

Skidmore College is committed to fostering a diverse and inclusive community in which members develop their abilities to live in a complex and interconnected world. Consistent with our educational mission, we recognize ourselves as a community that respects individual identities based on varying sociocultural characteristics such as race, ethnicity, gender identity and expression, sexual orientation, national origin, first language, religious and spiritual tradition, age, ability, socioeconomic status and learning style. We strive to create a socially just world that honors the dignity and worth of each individual, and we seek to build a community centered on mutual respect and openness to ideas—one in which individuals value cultural and intellectual diversity and share the responsibility for creating a welcoming, safe and inclusive environment. We recognize that our community is most inclusive when all members participate to their full capacity in the spirited and sometimes challenging conversations that are at the center of the college's educational mission.

Sexual and Gender-Based Misconduct: Title IX Statement

Skidmore College considers sexual and gender-based misconduct to be one of the most serious violations of the values and standards of the College. Unwelcome sexual contact of any form is a violation of students' personal integrity and their right to a safe environment and therefore violates Skidmore's values. Sexual and gender-based misconduct is also prohibited by federal and state regulations. Skidmore College faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. If a student chooses to confide in a member of Skidmore's faculty or staff regarding an issue of sexual or gender-based misconduct, that faculty or staff member is obligated to tell Skidmore's Interim Title IX Coordinator. The Interim Title IX Coordinator will assist the student in connecting with all possible resources for support and options for reporting both on and off campus. Identities and details will be shared only with those who need to know to support the student and to address the situation through the college's processes. If the student wishes to confide in a confidential resource, the Counseling Center Staff, Health Services, and Victim Advocates (anonymous) are all options available.

More information can be found at the Sexual and Gender-Based Misconduct website or by contacting the Interim Title IX Coordinator, Sarah Delaney Vero (svero@skidmore.edu), 580-5814.

Creation and Use of Classroom Recordings

Example 1 (recording allowed, with restrictions for use/distribution of recordings)

Classroom activities may be recorded for the personal, educational use by the individual making the recording. All students are advised that classroom activities may be recorded for this purpose. Consistent with Skidmore's commitment to academic freedom, freedom of speech, and open, respectful dialogue, recordings may not be used in any way that denigrates and/or decontextualizes the instructor or any student whose remarks are recorded. Recordings may not be copied, distributed, published, or quoted, and all recordings must be erased at the end of the semester. Violation of these expectations will be reported to Student Conduct and may result in a grade penalty at the instructor's discretion.

Example 2 (only if permission granted)

*To ensure the free and open discussion of ideas, students may **NOT** record or stream classroom lectures, discussions, or activities unless permission is granted by the instructor or, with the instructor's involvement, through the academic accommodation process. The course "recording" policy extends to audio and video recording and streaming, photography, and transcription of audio through generative AI or other tools.*

Students with approved accommodations that permit the recording of class meetings should submit an accommodation letter from Accessibility Services before recording commences. For all students, permission to record is conditioned on the requirement that recordings will be used exclusively for educational purposes, such as for assistance with notetaking. Consistent with Skidmore's commitment to academic freedom, freedom of speech, and respectful dialogue, recordings may not be used in any way that denigrates and/or decontextualizes the instructor or any student whose remarks are recorded. Any information contained in the recording may not be posted, published, or quoted, and all recordings must be erased at the end of the semester. Violation of these expectations will be reported to Student Conduct and may result in a grade penalty at the instructor's discretion.

Example 3 (recording performed by instructor and allowed by students, if permission granted)

Class sessions in the course will be recorded by the instructor and posted to theSpring to be used only by the students enrolled in the course solely for educational purposes. The recording (audio, video, photography or transcription through generative AI or other services) or streaming (audio or video) of class sessions by students is prohibited unless permission is granted by the instructor or, with the instructor's involvement, through the academic accommodation process. Students with approved accommodations that permit the recording of class meetings should submit an accommodation letter from Accessibility Services before recording commences. For all students, permission to record is conditioned on the requirement that recordings will be used exclusively for educational purposes, such as for assistance with notetaking. Consistent with Skidmore's commitment to academic freedom, freedom of speech, and open, respectful dialogue, recordings or streams may not be used in any way that denigrates and/or decontextualizes the instructor or any student whose remarks are recorded or streamed. Recordings may not be copied, distributed, published, or quoted, and all recordings must be erased at the end of the semester. Violation of these expectations will be reported to Student Conduct and may result in a grade penalty at the instructor's discretion.

Academic Integrity and the Honor Code

> College Honor Code: *"I hereby accept membership in the Skidmore College community and, with full realization of the responsibilities inherent in membership, do agree to adhere to honesty and integrity in all relationships, to be considerate of the rights of others, and to abide by the college regulations."*

When developing their academic integrity policy, faculty may find it helpful to refer to the Definitions and Guidelines document. Please bear in mind that the grade penalties described in this document are suggestions. Faculty have final authority over each student's grade in this as in other contexts. If faculty wish to work outside the guidelines—for example, by adopting a "zero tolerance" policy on plagiarism that results in a failing grade regardless of the severity of the offense—faculty should state this policy on their syllabi. Faculty might also consider explicitly addressing the limits of collaboration and their expectations regarding use of generative AI, areas where ambiguity and variation across instructors can lead to unintentional (but still egregious) violations of the Honor Code.

Faculty should be mindful that all violations of the Academic Honor Code must be reported and including a statement to that effect on the syllabus may prove helpful when working with students to address a violation.

updated July 2026 with changes to the Title IX statement