

## Standard University Policies

### Disability Services:

To obtain disability-related academic accommodations students with documented disabilities must contact the course instructor and the Office of Student Access and Disability Services (OSA) as soon as possible. Truman complies with ADA requirements. For additional information, refer to the Office of Student Access and Disability Services website at <http://disabilityservices.truman.edu/> You may also contact OSA by phone at (660) 785-4478 or email [studentaccess@truman.edu](mailto:studentaccess@truman.edu)

### Emergency Procedures:



In each classroom on campus, there is a poster of emergency procedures explaining best practices in the event of an active shooter/hostile intruder, fire, severe weather, bomb threat, power outage, and medical emergency. This poster is also available as a PDF at this link:

<http://police.truman.edu/files/2015/12/Emergency-Procedures.pdf> .

Students should be aware of the classroom environment and note the exits for the room and building. For more detailed information about emergency procedures, please consult the Emergency Guide for Academic Buildings:

<http://police.truman.edu/emergency-procedures/academic-buildings/>

This six-minute video provides some basic information on how to react in the event there is an active shooter in your location: <http://police.truman.edu/emergency-procedures/active-shooter/active-shooter-preparedness-video/>

Truman students, faculty, and staff can sign up for the TruAlert emergency text messaging service via TruView. TruAlert sends a text message to all enrolled cell phones in the event of an emergency at the University. To register, sign in to TruView and click on the “Truman” tab. Click on the registration link in the lower right of the page under the “Update and View My Personal Information” channel on the “Emergency Text Messaging” or “Update Emergency Text Messaging Information” link. During a campus emergency, information will also be posted on the TruAlert website <http://trualert.truman.edu/>.

### Title IX:

Truman State University, in compliance with applicable laws and recognizing its deeper commitment to equity, diversity and inclusion which enhances accessibility and promotes excellence in all aspects of the Truman Experience, does not discriminate on the basis of age, color, disability, national origin, race, religion, retaliation, sex (including pregnancy), sexual orientation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Faculty and staff are considered “mandated reporters” and therefore are required to report potential violations of the University’s Anti-Discrimination Policies to the Institutional Compliance Officer.

Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking and retaliation. Truman State University encourages individuals who believe they may have been impacted by sexual or gender-based discrimination to consult with the Title IX Coordinator who is available to speak in depth about the resources and options. Faculty and staff are considered “mandated reporters” and therefore are required to report potential incidents of sexual misconduct that they become aware of to the Title IX Coordinator.

For more information on discrimination or Title IX, or to file a complaint contact:

Ryan Nely, Institutional Compliance Officer, Title IX and Section 504 Coordinator

Office of Institutional Compliance

Violette Hall, Room 1308

100 E. Normal Ave

Kirksville, MO 63501

Phone: (660) 785-4354

[titleix@truman.edu](mailto:titleix@truman.edu)

The institution's complaint procedure can be viewed at <http://titleix.truman.edu/files/2015/08/University-Complaint-Reporting-Resolution-Procedure.pdf> and the complaint form is accessible at <http://titleix.truman.edu/make-a-report/>.

### **Academic Dishonesty:**

The General Catalog states:

Students are expected to do their own academic work. Any student involved in cheating on a paper, an examination or in any other form of academic dishonesty is subject to disciplinary action, including suspension or expulsion from the class, the student's academic program, or the University.

Serious cases of academic dishonesty are reported by the faculty member to his or her Department Chair and to his or her Dean, who may take additional disciplinary action against the dishonest student, including suspension or expulsion from classes in the School. The Dean reports the dishonesty to the Vice President for Academic Affairs, who may also report it to the Vice President for Student Affairs. The Dean may also report the dishonesty to the School in which the dishonest student is enrolled as a major; the Dean of this School may suspend or expel the student from the academic program in the major. The Dean of Students may also suspend or expel the student from the University as outlined in the Student Conduct Code for incidents of academic dishonesty.

More information can be found in the General Catalog ([http://catalog.truman.edu/content.php?catoid=19&navoid=1063#Academic\\_Dishonesty](http://catalog.truman.edu/content.php?catoid=19&navoid=1063#Academic_Dishonesty)) and the Student Conduct Code Section 8.050.1 (<http://policies.truman.edu/policylibrary/student-conduct-code/>).

### **Attendance Policy:**

The General Catalog states:

The university expects students to attend all classes, yet recognizes co-curricular opportunities could lead to class absences. Faculty, students, and staff have the responsibility to support an environment that upholds the integrity of a Truman education and students' ability to experience a diversity of educational experiences. Truman adheres to Federal law regarding accommodations. Absences related to disability accommodations will be handled in coordination with the Disability Services Office. Absences related to Title IX will be handled in coordination with the Institutional Compliance Office.

No student having a sanctioned absence shall be penalized for such absence on account solely of being absent. Nothing in this policy is intended to excuse a student from the responsibility to make up missed work within a reasonable length of time. No faculty member will require documentation in support of a health-related absence. Nevertheless, students are strongly encouraged to attend required in-person or synchronous online class meetings when they can (i.e., they show no signs of illness and have no other sanctioned reason to be absent). Courses for which interactions are necessary to achieve the learning outcomes of the course (such as courses with a significant laboratory or performance component) may require attendance at some of those course elements not to exceed 50%. In extreme COVID-related circumstances where a student cannot meet even this expectation, the faculty member is advised to issue a grade of incomplete and require the student to fulfill the unmet requirement in a future semester.

A list of sanctioned absences can be found in the General Catalog (see link below). Sanctioned absences include serving as a representative of the University at intercollegiate athletic events, professional conferences, academic competitions, and field trips for courses, interviews for graduate school or careers, health-related absences (with documentation), and absences covered by Truman's non-discrimination policy. If the absence is unexpected, the student should arrange to make up the missed work as soon as possible. An appeal of a faculty member's attendance policy can be made through the University Grade Appeals process (see the General Catalog for details).

The complete Attendance Policy can be found in the General Catalog: [http://catalog.truman.edu/content.php?catoid=19&navoid=1063#Attendance\\_Policy](http://catalog.truman.edu/content.php?catoid=19&navoid=1063#Attendance_Policy)

### **Final Exam Schedule:**

If this course has a final exam, it will be held at the time indicated in the schedule posted at <http://www.truman.edu/registrar/schedules-and-calendars/>

**FERPA**

Education records are protected by the Family Education Right to Privacy Act (FERPA). As a result, course grades, assignments, advising records, etc. cannot be released to third parties without your permission. There are, however, several exceptions about which you should be aware. For example, education records can be disclosed to employees or offices at Truman who have an “educational need to know”. These employees and offices may include your academic advisor, the Institutional Compliance Officer, the Registrar’s Office, or Student Affairs depending on the type of information. For more information about FERPA, see <http://www.truman.edu/registrar/ferpa/>.

**Disruptive behavior**

“Behavior that persistently or flagrantly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students’ ability to learn and an instructor’s ability to teach. A student responsible for disruptive behavior may be asked to leave class pending discussion and resolution of the