

# Course Policies and Accommodations

*This document contains recommended text (for all but Religious Accommodations) and required text (for Religious Accommodations) to be included in course syllabi for engineering courses offered at the University of Washington. Except for religious accommodations (where the provided language is required), text can be adjusted to suit individual teaching and communication styles.*

## *Diversity and Inclusion Statements:*

*The following are three options for diversity and inclusion text based on recommendations provided by the American Society of Engineering Education (ASEE) and Brown University. Pick one of these options or feel free to modify any of the options to suit your teaching and communication style.*

ASEE Link: <http://docs.asee.org/public/LGBTQ/Classroom%20Inclusion%20Strategies.pdf>

Brown University Link: <https://www.brown.edu/sheridan/teaching-learning-resources/inclusive-teaching/statements>

## *Option #1:*

### **Diversity and Inclusion:**

I am committed to creating an inclusive environment in which all students are respected and valued. I will not tolerate disrespect or discrimination on the basis of age, ability, ethnicity, race, gender identity or expression, marital or parental status, military or veteran status, national origin, political affiliation, religious or spiritual beliefs, sex, sexual orientation, socioeconomic status, or other visible or non-visible differences. We will endeavor to refer to each other by our preferred names and [pronouns](https://www.mypronouns.org) (<https://www.mypronouns.org>)-- for instance, I am Professor X and use Y/Z pronouns.

## *Option #2:*

### **Diversity and Inclusion:**

I consider this classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records.

## *Option #3*

### **Diversity and Inclusion:**

In an ideal world, science would be objective. However, much of science is subjective and is historically built on a small subset of privileged voices, often Caucasian or white. I acknowledge that it is possible that there may be both overt and covert biases in the reading material for this course due to the lens with which it was written. Integrating a diverse set of experiences is important for better

understanding and learning in engineering. I welcome your perspectives on the way we approach science and engineering in this class including suggestions to improve the quality of reading materials.

I am committed to creating a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) To help accomplish this:

- If you have a name and/or set of pronouns that differ from those that appear in your official UW records, please let me know!
- If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you. If you prefer to speak with someone outside of the course, the Associate Dean of Diversity and Access (see <https://www.engr.washington.edu/about/officedean>) in the College of Engineering is an excellent resource.
- Like many others, I am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it.

*Disability and Access:*

*The following is syllabus text recommended by the University of Washington to address disability and access. Feel free to modify the following text to suit your teaching and communication style.*

*Link to UW Disability and Access: <https://depts.washington.edu/uwdrs/faculty/syllabus-statement/>*

**Disability and Access:**

Your experience in this class is important to me. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you have arranged accommodations through Disability Resources for Students (DRS), please communicate those accommodations to me at your earliest convenience so we can discuss your needs and appropriate arrangements in this course.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), contact DRS directly to set up an Access Plan. DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. Contact DRS at [disability.uw.edu](http://disability.uw.edu).

*Religious Accommodations:*

*The following is syllabus text required by the University of Washington to address religious accommodations. UW requires that this language be included in course syllabi without amendments (i.e. copy and paste into your syllabus as is).*

*Link to Religious Accommodations Policy:*

<https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>

**Religious accommodations:**

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy \(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form \(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/)

*Additional Optional Syllabus Language: in part, based on text recommended by the University of Washington. Feel free to modify to suit your teaching and communication style.*

*Additional Information about Syllabus Language and Text:*

<https://registrar.washington.edu/staffandfaculty/syllabi-guidelines/>

**Safety:**

Call SafeCampus at 206-685-7233 anytime – no matter where you work or study – to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus's team of caring professionals will provide individualized support, while discussing short- and long-term solutions and connecting you with additional resources when requested.

**Academic Misconduct:**

The University takes academic integrity very seriously. Behaving with integrity is part of our responsibility to our shared learning community. If you're uncertain about if something is academic misconduct, ask me. Acts of academic misconduct may include but are not limited to:

- Cheating (working collaboratively on quizzes/exams and discussion submissions, sharing answers and previewing quizzes/exams)
- Plagiarism (representing the work of others as your own without giving appropriate credit to the original author(s))
- Unauthorized collaboration (working with each other on assignments)

Engineering is a profession demanding a high level of personal honesty, integrity and responsibility. Therefore, it is essential that engineering students, in fulfillment of their academic requirements and in preparation to enter the engineering profession, shall adhere to the University of Washington's [Student Code of Conduct \(https://www.washington.edu/cssc/for-students/student-code-of-conduct/\)](https://www.washington.edu/cssc/for-students/student-code-of-conduct/). Concerns about behaviors prohibited by the Student Conduct Code will be referred for investigation and adjudication by the College of Engineering Dean's Office and the University's Office of Community Standards and Student conduct

See CoE website (<https://www.engr.washington.edu/mycoe/am/amprocess>) for more detailed explanation of the academic misconduct adjudication process. Any student found to have committed academic misconduct will receive a 0-grade on impacted academic work (e.g., assignments, project, or exams).

**Inclement Weather:**

Please check if the campus may be closed due to weather. Information on suspension of operations will be made public and available through the media. You can learn of campus operations status by signing up with an alert system that will contact you via email or text message if classes are canceled or delayed (<https://www.washington.edu/safety/alert/>). Alternatively, campus status during inclement weather is available via local radio and television news.