**Course ICON site**: To access the course site, log into [Iowa Courses Online (ICON)](http://icon.uiowa.edu/index.shtml) using your Hawk ID and password.

**Course Home**

For Undergraduate Courses: The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the add and drop deadlines, the “second-grade only” option (SGO), academic misconduct policies, and other undergraduate policies and procedures. Other UI colleges may have different policies.

For Graduate Courses: The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the policies and procedures for its courses. Graduate students, however, must adhere to the [academic deadlines set by the Graduate College](https://grad.uiowa.edu/academics/deadlines).

**Academic Honesty and Misconduct**

All students in CLAS courses are expected to abide by the [CLAS Code of Academic Honesty](https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code). Undergraduate academic misconduct must be reported by instructors to CLAS according to [these procedures](https://clas.uiowa.edu/faculty/undergraduate-teaching-policies-resources/academic-misconduct). Graduate academic misconduct must be reported to the Graduate College according to Section F of the [Graduate College Manual](https://grad.uiowa.edu/academics/manual/academic-program/section-iv-academic-standing-probation-and-dismissal).

***Instructors: please provide guidance on particular academic honesty policies in your course, such as the role of collaboration with other classmates on homework assignments and exams, using internet study services and exam review tools,*** [*use and misuse of AI tools*](https://teach.its.uiowa.edu/artificial-intelligence-tools-and-teaching)***, etc.***

**Don’t cheat and do your own work.**

**Student Complaints**

**Students with a complaint about a grade or a related matter should first discuss the situation with the instructor and/or the course supervisor (if applicable), and finally with the Director or Chair of the school, department, or program offering the course.**

**Undergraduate students should contact** [CLAS Undergraduate Programs](https://clas.uiowa.edu/students/handbook/student-rights-responsibilities#rights) **for support when the matter is not resolved at the previous level. Graduate students should contact the CLAS** [Associate Dean for Graduate Education and Outreach and Engagement](https://clas.uiowa.edu/deans-office/christine-getz) **when additional support is needed.**

**Drop Deadline for this Course**

**You may drop an individual course before the deadline; after this deadline you will need collegiate approval. You can look up the** [drop deadline for this course](https://registrar.uiowa.edu/course-deadlines) **here. When you drop a course, a “W” will appear on your transcript.** The mark of “W” is a neutral mark that does not affect your GPA. **Directions for adding or dropping a course and other registration changes can be found on the** [Registrar’s website](https://registrar.uiowa.edu/change-registration-myui)**. Undergraduate students can find policies on dropping CLAS courses** [here](https://clas.uiowa.edu/students/students-academic-policies/registration-policies#dropping)**.** Graduate students should adhere to the [academic deadlines](https://grad.uiowa.edu/academics/deadlines) and policies set by the Graduate College.

**Date and Time of the Final Exam**  
The [final examination date and time](https://registrar.uiowa.edu/final-exam-schedules) will be announced by the Registrar generally by the fifth week of classes and it will be announced on the course ICON site once it is known. **Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam.** According to Registrar's final exam policy, students**have a maximum of two weeks after the announced final exam schedule**to request a change if an exam conflict exists or if a student has more than two exams in one day(see the [policy](https://registrar.uiowa.edu/makeup-final-examination-policies)here).

**Communication: UI Email**

Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community. For the privacy and the protection of student records, UI faculty and staff can only correspond with UI email addresses.

**Mental Health Resources and Student Support**

Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet course expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at [counseling.uiowa.edu](http://counseling.uiowa.edu/). Find out more about UI mental health services at [mentalhealth.uiowa.edu](http://mentalhealth.uiowa.edu/).

[**Student Care and Assistance**](https://dos.uiowa.edu/assistance) provides assistance to University of Iowa students who are experiencing a variety of crisis and emergency situations, including but not limited to medical issues, family emergencies, unexpected challenges, and sourcing basic needs such as food and shelter. More information on the resources related to basic needs can be found at [basicneeds.uiowa.edu/resources/](https://basicneeds.uiowa.edu/resources/). Students are encouraged to contact Student Care & Assistance in the Office of the Dean of Students (Room 135 IMU, [dos-assistance@uiowa.edu](mailto:dos-assistance@uiowa.edu), or 319-335-1162) for support and assistance with resources.

[**University Policies**](https://provost.uiowa.edu/student-course-policies)

[**Accommodations for Students with Disabilities**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#accommodations-for-students-with-disabilities)

The University is committed to providing an educational experience that is accessible to all. If a student has a diagnosed disability or other disabling condition that may impact the student’s ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through [Student Disability Services](https://sds.studentlife.uiowa.edu/students/) (SDS). SDS is responsible for making Letters of Accommodation (LOA) available. **The student must provide an LOA to the instructor as early in the semester as possible, but requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be accommodated.** The LOA will specify what reasonable course accommodations the student is eligible for and those the instructor should provide. Additional information can be found on the [SDS website](https://sds.studentlife.uiowa.edu/students/apply).

[**Free Speech and Expression**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#free-speech-and-expression)

[**Absences for** [**Religious Holy Days**](https://opsmanual.uiowa.edu/students/absences-class#8.2)](https://opsmanual.uiowa.edu/students/absences-class#8.2)

[**Classroom Expectations**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#classroom-expectations)

[**Non-discrimination**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#non-discrimination-statement)

[**Sexual Harassment/Misconduct and Supportive Measures**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#sexual-harassment--sexual-misconduct-and-supportive-measures)

[**Sharing of Class Recordings**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#sharing-of-class-recordings-if-appropriate) (if appropriate)