WORLD REGIONAL GEOGRAPHY GEO -131.001 (ROTH)
S 2016--F 482 MWF 10-10-50 am MWF
Geography Program, Dept. of Anthropology, Geography and Sociology
Course Syllabus

Professor: Jeff Roth
Office: LAN # 352
Office Hours:  MW 11-1 TTh 12:20-1:20 or by appointment
Phone: 468-6652     E-mail: jroth@sfasu.edu

Class Materials:
--There is no textbook for this class. You will be required to print and read selections from the Library of
Congress “Country Profiles” found at the url:  http://lcweb2.loc.gov/frd/cs/profiles.html
--You are required to read the NY Times online edition or an acceptable alternative daily
--You will be required to find and use several websites

DESCRIPTION:
World Regional Geography is the broad investigation of the world’s culture regions. The course covers basic
cultural, economic, political and physical patterns and highlights current events.

GENERAL GOALS:
1. Learn basic concepts of world regional geography.
2. Develop tools of thinking, scholarship, and problem solving.
3. Inspire a desire to travel, observe, and understand the world.

GRADING POLICY:
EVALUATION and GRADING:
Test #1: 100 points
Test #2: 100 points
Final Exam: 100 points
I Choose to Learn
Written Assignment
Total Possible: 300 points

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 0-59   Do not ask me to calculate your grade. You should keep good personal records.

Class Materials:
In order to have the best experience in this class these are materials you should read and study for class:
--You will print and read selections from the Library of Congress “Country Profiles” (LOC) found :
    http://lcweb2.loc.gov/frd/cs/profiles.html
--You are required to read the NY Times online edition daily
    -be aware of news within the region we are covering
    -search for fundamental geographical themes among all regions
--Websites with maps and quizzes
    -http://www.eduplace.com/ss/maps/
### Geography 131 Schedule  Subject to Change

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
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<tbody>
<tr>
<td>1. Introduction to geography</td>
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<tr>
<td>2. Antarctica</td>
<td>“Shackleton’s Voyage of Endurance”</td>
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<tr>
<td>3. North America</td>
<td>LOC--Mexico, Cuba</td>
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<tr>
<td>4. Central and South America</td>
<td>LOC--Colombia</td>
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<tr>
<td></td>
<td>LOC--Venezuela</td>
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<tr>
<td></td>
<td>Test 1</td>
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<tr>
<td>5. Europe and Russia</td>
<td>LOC--Georgia, Turkey, Russia</td>
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<tr>
<td>6. North Africa, Southwest Asia</td>
<td>LOC--Libya, Saudi Arabia, Iran</td>
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<tr>
<td>7. Sub-Saharan Africa</td>
<td>LOC--Nigeria</td>
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<tr>
<td></td>
<td>Test 2</td>
</tr>
<tr>
<td>8. South Asia</td>
<td>LOC--Afghanistan, India, and Pakistan</td>
</tr>
<tr>
<td>9. East Asia</td>
<td>LOC China, North Korea, Taiwan</td>
</tr>
<tr>
<td>10. Southeast Asia</td>
<td>LOC--Vietnam, Thailand</td>
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<tr>
<td>11. Australia, New Zealand and S. Pacific Islands</td>
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</table>

**IF YOU ARE VISIBLY ILL IN CLASS YOU MAY BE ASKED TO LEAVE**

**NO EATING OR DRINKING IN THE CLASS ROOM**

**MAKEUP EXAMS WILL OCCUR ON ONE DAY ONLY:** (TBA May in F 479 at 5pm)

**I Choose to Learn Writing Assignment: (Produce a Powerpoint as assigned and submit through email)**

You are to subscribe to the *New York Times* online edition and read it daily. You may be asked to read selections from the following world news sources which are available free online: *The London Times, The Times of India, The Jordan Times, The Standard* (Hong Kong), and *The Daily Maverick* (South Africa).

**I Choose to Learn Assignment Components:**

- Field Work as Assigned
- Cell Phone and Six Inch World
- Personal Ecology and Your Place in the World

Read the New York Times and other news sources, look for and read articles about society, ethnicity, religion, language, climate, landforms and vegetation as they affect particular region(s) of the world. Based on class presentations and articles read, you are to write separate summative paragraphs in one powerpoint.
University Policy

REQUIREMENTS:
All SFA rules apply and you should consult your student handbook and online SFA resources for a complete discussion of university policy.

Acceptable Student Behavior: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

All students must attend class! Punctual attendance is mandatory and your grade will suffer because of absences and tardiness. All exam dates are announced in class so you must attend! No make-up exams will be given unless the absence is excused according to school policy and previous arrangement should be made. No late work will be accepted unless the absence is excused within SFA policy. University policy stipulates there will be no make-up exams for missed finals. It is the policy of the University to excuse absences of students that result from religious observances and to provide for rescheduling of examinations and class work that may fall on religious holidays without penalty. No electronic devices at all in class and cell phones should be stored away! No taping! NO TEXTING! No disruptive behavior! Disruptive behavior is widely defined and includes but is not limited to eating, sleeping, snoring, tardiness, non-class related chatter, etc. Class disruption and unacceptable behavior could result in being dismissed from class with a corresponding loss of a letter grade or ten points from your final average with each violation.

CORE CURRICULUM OBJECTIVES ASSESSED in WRITING ASSIGNMENT (upload to Live Text by May 8)

Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

General Education Core Curriculum [ASSESSMENT POLICY UNDER REVIEW AND SECTION NOT APPLICABLE]

This course has been selected to be part of Stephen F. Austin State University’s core curriculum. The Texas Higher Education Coordinating Board has identified six objectives for all core courses: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

Assessment of these objectives at SFA will be based on student work from all core curriculum courses. This student work will be collected in D2L through LiveText, the assessment management system selected by SFA to collect student work for core assessment. LiveText accounts will be provided to all students enrolled in core courses through the university technology fee. You will be required to register your LiveText account, and you will be notified how to register your account through your SFA e-mail account. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText call Ext. 1267 or e-mail SFALiveText@sfasu.edu.

The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to LiveText this semester, and the date the assignment(s) should be uploaded to LiveText. Not every assignment will be collected for assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in LiveText this semester.

General Education Core Curriculum

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The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to LiveText this semester, and the date the assignment(s) should be uploaded to LiveText. Not every assignment will be collected for assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in LiveText this semester.

PROGRAM LEARNING OBJECTIVES (PLO)
PLO 1. The student will be able to prepare written and verbal presentations presenting geographical research using the analyses and synthesis of appropriate documents and primary data.
PLO 2. The student will possess geographic literacy as evidenced by the identification of the major concepts involved with human spatial and ecological relationships.
PLO 3. The student will be able to apply geographical knowledge and skills to a variety of settings.
PLO 4. The student will recognize the implicit assumptions behind claims of knowledge about the spatial world, will be able to evaluate and distinguish between strong and weak arguments, and will be able to draw conclusions from a set of premises.
PLO 5. The student will be able to read geographical research and to identify its major methodological strengths and weaknesses.

STUDENT LEARNING OUTCOMES (SLO)--After successfully completing this course, a student will be able to:

SLO (1) Identify on a map the world's major culture regions, such as religion, language, dominant economic sector, continents and subcontinents.
SLO (2) Describe and/or graphically illustrate the demographic transition, including example nations in each stage and dominant economic sectors that relate to each stage.
SLO (3) Describe and/or graphically illustrate the population pyramid, and how it differs among various developed and developing nations.
SLO (4) Identify on a map the location of the world's major political trends such as democracy, oligarchy, leftist governments, devolution, balkanization, supra-nationalism, high and low social services, human rights issues.
SLO (5) Identify on a map the world's major physical patterns, including climate and landform processes such as glaciers, plate tectonics, and river systems for each region.
SLO (6) Identify on a map the location of the major global hotspots for biological and cultural diversity.
SLO (7) Describe the process of globalization, including positive and negative examples from each world region or continent.
SLO (8) Identify locations and underlying geographic and historical issues behind major current events

THIS COURSE ADDRESSES PROGRAM LEARNING OBJECTIVES AS FOLLOWS:

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<tr>
<th></th>
<th>PLO 1</th>
<th>PLO 2</th>
<th>PLO 3</th>
<th>PLO 4</th>
<th>PLO 5</th>
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<tbody>
<tr>
<td></td>
<td>NA</td>
<td>SLO 1,2,3,4,5,6,7,8</td>
<td>SLO 1,2,3,4,5,6,7,8</td>
<td>SLO 7,8</td>
<td>NA</td>
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Student Learning Outcomes Address Exemplary Education Outcomes as Follows:

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<tr>
<th></th>
<th>EEO 1</th>
<th>EEO 2</th>
<th>EEO3</th>
<th>EEO 4</th>
<th>EEO 5</th>
<th>EEO 6</th>
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<tbody>
<tr>
<td></td>
<td>SLO 1,2,3,4,6,7,8</td>
<td>SLO 1,2,3,4,5,6,8</td>
<td>SLO 2,3</td>
<td>SLO 1,2,3,4,6,7,8</td>
<td>SLO 1,2,3,4,6,7,8</td>
<td>N.A.</td>
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</table>
The Student File

course of action. Actions may include referring the case to the college council for review and recommendations. Upon second or subsequent offenses, the dean of the student's major will determine a penalty. The faculty member shall also inform the student of the appeals process available to the student. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The faculty member shall also inform the student of the appeals process available to the student. Some courses are graded on a pass (P)/fail (F) system with no other grades awarded.

Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The faculty member shall also inform the student of the appeals process available to the student. Some courses are graded on a pass (P)/fail (F) system with no other grades awarded.

After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The faculty member shall also inform the student of the appeals process available to the student. Some courses are graded on a pass (P)/fail (F) system with no other grades awarded.

Academic Dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Procedure
A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student or students involved, and initiate the following procedure. The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. After hearing the student(s) explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will decide what penalty will be imposed. The faculty member will consult with his/her academic chair/director and dean in making these decisions. Penalties may include reprimand or no credit for the assignment or exam, or re-submission of the paper, or make-up exam, or failure of the course. After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The faculty member shall also inform the student of the appeals process available to all SFA students. (Academic Appeals by Students, policy A-2). Upon second or subsequent offenses, the dean of the student’s major will determine a course of action. Actions may include referring the case to the college council for review and recommendations.

The Student File

<table>
<thead>
<tr>
<th>EEO 7</th>
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<tr>
<td>EEO 8</td>
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<tr>
<td>EEO 9</td>
<td>SLO 1,2,3,4,6,7,8</td>
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CLASS POLICY, REQUIREMENTS and GRADING:
All SFA rules apply and you should consult your student handbook and online SFA resources for a complete discussion of university policy.

SFA Grading Policy including Withheld Grades (A-54)

1. Recorded Grades
   Students' grades are based on assignments, oral and written quizzes, examinations and other course activities. Faculty members may use a variety of factors including class attendance to determine course grades. (See policy A-10). A grade of A indicates excellent performance; B, above average performance; C, average performance; D, below average performance; F, failure; QF, quit failure; WH, incomplete or grade withheld; WF, withdrew failing; WP, withdrew passing. WP and WF are assigned only when a student has withdrawn from the university after mid-semester or with special approval of the student's academic dean. Some courses are graded on a pass (P)/fail (F) system with no other grades awarded.

2. Withheld Grades
   Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

3. Grade Point Average
   Only grades earned at SFA will be used for calculating GPA. A grade of A gives the student four grade points per semester hour; B, three grade points; C, two grade points; D, one grade point; and F, QF, W, WH, WF, and WP, no grade points. The grade point average (GPA) is determined by dividing the sum of the grade points earned at SFA by the total number of hours attempted at SFA, subject to the following exceptions: grades of W, WH, P, and WP are not counted. In addition, the repetition of a course may affect the grade point calculation as explained in Section IV, Repeat Grades.

4. Repeat Grades
   Students who make an F can get credit only by repeating the work. Undergraduate students who desire to repeat courses in order to improve their GPA at Stephen F. Austin State University (SFASU) must repeat those courses at SFASU. A. For any course that is repeated once at SFA, the higher of the two grades will be used to determine the GPA. B. If a course is repeated more than once at SFA, all grades earned for that course will be averaged and used to determine the GPA. Credit hours for courses taken at other institutions to replace credit earned at SFA may be used to meet graduation credit hour requirements, but not for GPA calculation.

5. Once a grade has been posted it can only be changed by submitting a WH and Grade Change Form with the appropriate approval signatures. Grades should only be changed in cases of error or in the case of WH, the course requirements have been completed.

Academic Integrity Policy A-9.1:
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Education
Faculty members are responsible for providing information about academic integrity and education for maintaining academic honesty during their regular coursework. Course syllabi provide information about penalties and the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Procedure
A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student or students involved, and initiate the following procedure. The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. After hearing the student(s) explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will decide what penalty will be imposed. The faculty member will consult with his/her academic chair/director and dean in making these decisions. Penalties may include reprimand or no credit for the assignment or exam, or re-submission of the paper, or make-up exam, or failure of the course. After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The faculty member shall also inform the student of the appeals process available to all SFA students. (Academic Appeals by Students, policy A-2). Upon second or subsequent offenses, the dean of the student’s major will determine a course of action. Actions may include referring the case to the college council for review and recommendations.

The Student File
A student's file on academic dishonesty will not be available to faculty members. The purpose of the file is for the dean to track a pattern of multiple cases of academic dishonesty during a student's academic career at Stephen F. Austin State University.

Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.

Appeals
A student who wishes to appeal decisions related to academic integrity follows procedures outlined in Academic Appeals of Students, policy A-2

**Students with Disabilities**

*Please copy and paste the following statement and place in your course syllabus.*

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Academic Accommodation of Students with Disabilities (F-33)**

The Law:

It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; these regulations provide that:

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ... postsecondary education program or activity ... [Federal Rehabilitation Act of 1973, Section 504, 84.43]

and

An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of handicap, against a qualified handicapped applicant or student ... Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. [Federal Rehabilitation Act of 1973, Section 504, 84.44]

The Americans with Disabilities Act of 1990 extends the provisions of the 1973 Rehabilitation Act to private institutions. It also puts in place more effective means for enforcing the law.

Neither Section 504 nor the ADA requires universities to lower their academic standards or substantially alter the essential elements of their courses or programs to accommodate students with disabilities. The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities. Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty and staff.

Should a university deny a requested accommodation it must be prepared to show very clearly that complying with the request would constitute a fundamental alteration; the unsubstantiated opinion of a faculty member or administrator may not be sufficient for that purpose. Moreover, the cost of the proposed modification is not usually sufficient reason for denying a requested accommodation.

The following accommodations are very widely accepted in higher education:

- Providing services such as readers, interpreters, and note-takers.
- Allowing extra time for examinations, assignments and projects.
- Permitting exams to be individually proctored, read orally, dictated, or typed.
- Recording lectures.
- Using computer software for assistance in studying and on tests.
- Using alternative testing formats to demonstrate course mastery.
- Changing classrooms as needed for accessibility.

Who must be accommodated?

Students who are requesting support services from SFA are required to submit documentation through the Office of Disability Services to verify eligibility for reasonable accommodations; the institution must review and evaluate that documentation. Students are not required to assume the responsibility for securing a necessary accommodation. The university is required to provide reasonable accommodations for a student’s known disability so that the student has an equal opportunity to participate in the courses, activities or programs.

When additional expertise beyond that of the staff of the Office of Disability Services is needed to assess a student's documentation, the Academic Assessment Committee, consisting of members of the faculty who are knowledgeable about disabilities, and staff members, including the ADA coordinator, evaluates the documentation, requests additional information if, in their judgment, it is required, and makes a recommendation to the Office of Disability Services.

Documentation must validate the need for services based on the individual’s current level of functioning in an educational setting. If the documentation is found to be insufficient the institution is not obliged to provide accommodations. If the documentation is found to be sufficient, appropriate accommodations are recommended.

All levels of academic organization, the college, the department, and the individual faculty member, are required to provide all qualified students with disabilities with appropriate, reasonable accommodations.

What accommodations must be provided?

Students with disabilities may be accorded two types of accommodations: They may be permitted to substitute particular courses for some of those required under their degree requirements, or they may be afforded approved accommodations within the courses they take.

If a course substitution is requested, the request must be received by the academic department that teaches the course to be deleted from the student's requirements no later than the semester prior to one in which the student proposes to take one or more of the substitute courses. Ordinarily the request should arrive at the department office before the 12th day of classes of a long semester, or the 4th day of classes of a summer session.
Once received by the department, the course substitution request is considered by the department chair, who consults with the Office of Disability Services before making a recommendation. The chair’s recommendation regarding substitution is forwarded to the dean of that college. Employing the college’s usual procedures for decisions about curricula, and consulting with other colleges as necessary, the dean makes the final determination about whether the requested substitution may be allowed, or does, in fact, represent a fundamental modification of the program in question. Before a course substitution is considered there should be evidence that even with reasonable accommodation the student cannot succeed in the required course.

Requests for accommodation within a particular course should, when possible, be received by the Office of Disability Services before the beginning of the semester in which the student with a disability is to enroll in the course. Once received, the accommodation request is considered by Disability Services and, if required, by the Academic Assessment Committee. If the decision is to recommend against providing the requested accommodation, the student is informed. If it is decided that accommodation is to be provided, a record of that recommendation, together with a recommendation of the general type of accommodation to be provided is sent to the instructor of the subject course, with a copy to the department chair. In consultation with the chair, the instructor then meets with the disabled student to work out precisely how the recommended accommodations are to be implemented in the context of the particular course. To make provision of appropriate accommodations as effective as possible, students with disabilities are to meet with instructors from whom accommodations are requested as early in the semester as possible.

It is expected that the student, the Office of Disability Services, the Academic Assessment Committee, the department chair, and the course instructor will cooperate to identify accommodations that meet the student’s documented need without fundamentally altering the course. Who must provide approved accommodations in a particular course?

Accommodations most commonly requested may include providing services such as readers, interpreters, and note-takers; allowing extra time for examinations; using alternate forms of examinations; recording lectures; using computer software for assistance in studying and on tests; and, on rare occasions, relocating the classroom.

It is the responsibility of the Office of Disability Services to provide readers, interpreters, and note-takers when needed. The instructor is expected, however, to cooperate with Disability Services in accommodating these service providers in the classroom.

It is the responsibility of the instructor to organize examinations so students with disabilities may be accorded extra time and special testing conditions. When possible, special testing will be done within the offices of the academic department. When testing cannot be done in the department, however, Disability Services will provide secure facilities and supervision.

When special materials (e.g., Braille transcripts or audio recordings of course materials) are required, it is the joint responsibility of Office of Disability Services and the instructor to arrange to make these materials available to the student. Such materials must be made available to students with disabilities at the same time that their equivalents are given to other students.

It is the responsibility of the department chair, in cooperation with the instructor and the dean, to relocate courses when required.

How are disagreements to be resolved?

Disagreements will be resolved according to the provisions of Policy F-34, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities.

**ATTENDANCE POLICY**

All students must attend class! Punctual attendance is mandatory and your grade will suffer because of absences and tardiness. All dates for quizzes and tests are announced in class so you must attend! No make-up exams or quizzes will be given unless the absence is excused according to school policy and previous arrangement should be made. No late work will be accepted unless the absence is excused within SFA policy. University policy stipulates there will be no make-up exams for missed finals. It is the policy of the University to excuse absences of students that result from religious observances and to provide for rescheduling of examinations and class work that may fall on religious holidays without penalty.