

Students with Disabilities

Instructors will make reasonable accommodations for students with physical, mental or learning disabilities. Students with disabilities that may require some modification of seating, testing, or other class requirements should visit their instructor during his or her office hours so that appropriate arrangements may be made. It is the student's responsibility to contact Student Disability Services, 3100 Burge Hall (335-1462), and obtain a Student Academic Accommodation Request form (SAAR). This form specifies what course accommodations are judged reasonable for a given student. An instructor who cannot provide the accommodations specified, or has concerns about the accommodations, must contact the Student Disability Services counselor who signed the request form within 48 hours of receiving the form from the student.

Academic Policies

This course is given by the UI Center for the Book within the Graduate College. This means that class policies on matters such as requirements, grading, and sanctions for academic dishonesty are governed by the Graduate College Manual of Rules and Regulations (<<http://www.grad.uiowa.edu/Pubs/ManualRulesRegs.asp>><http://www.grad.uiowa.edu/Pubs/ManualRulesRegs.asp>). Students wishing to add or drop this course after the official deadline must receive approval of the Dean of the Graduate College.

Complaint Procedures

A student who has a complaint against any member of the college's teaching staff is responsible for following procedures. The student should first attempt to resolve the issue with the faculty member or the teaching assistant involved. Lacking a satisfactory outcome, the student can turn to the Director of the Center for the Book, Matthew Brown (matthew-p-brown@uiowa.edu, 335-0447). If a satisfactory resolution remains unmet, the student may contact the Associate Dean for Academic Affairs in the Graduate College. If the complaint concerns a teaching assistant, the student should contact the supervising faculty member first, then speak to the UICB Director, and lastly approach the Graduate College.

Plagiarism and Cheating

You are expected to be honest and honorable in your fulfillment of assignments and in test-taking situations. Plagiarism and cheating are serious forms of academic misconduct. An instructor who suspects a student of plagiarism or cheating must inform the student (in writing) as soon as possible after the incident has been observed or discovered. Instructors who detect cheating or plagiarism may decide, in consultation with the departmental chair, to reduce the student's grade on the assignment or the course, even to assign an F. If the plagiarism is deemed sufficiently egregious that expulsion from the program is warranted, the student will be terminated from the UICB for reasons of plagiarism. In either case, the instructor will write an account of the chronology of the plagiarism or cheating incident

for the departmental chair, who will send an endorsement of the written report of the case to the Associate Dean for Academic Affairs in the Graduate College.

Nondiscrimination in the Classroom

UI is committed to making the classroom a respectful and inclusive space for all people irrespective of their gender, sexual, racial, religious or other identities. Toward this goal, students are invited to optionally share their preferred names and pronouns with their instructors and classmates. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University's Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity (diversity.uiowa.edu).

Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, please see <https://osmrc.uiowa.edu/>.