

## **Suggested Syllabus Language:**

### **1. Students with Disabilities:**

If you have a documented disability for which you are requesting accommodations, you are encouraged to contact Access-Ability Services as soon as possible by calling (860) 768-4312, emailing [access@hartford.edu](mailto:access@hartford.edu), or by stopping by the Access-Ability Services office in Auerbach Hall, Room 209. If your request for accommodations is approved, an Accommodation Letter will be emailed to your instructor(s) upon your request. Please discuss your accommodations with the instructor as soon as possible to make appropriate arrangements. Note that student requests for accommodations must be filed each semester. Visit the website [www.hartford.edu/access-ability](http://www.hartford.edu/access-ability) and click on the “Registering” link for more info and a link to a video to walk you through the process.

### **2. Tutoring Availability:**

Whether it's to get regular extra help in a challenging class or just to schedule time for additional assistance on a particular course assignment, the Center for Student Success is here for you! Students can book appointments directly in Compass through their success networks. (No appointments needed for Drop-In services!) Students can also make one-on-one peer tutoring appointments by visiting, emailing, or calling the Center in GSU 230.

Tutoring Appointment Meeting Location: Harrison Libraries, Up main, center stairs / Outside L 305

Phone: 860-768-4999

Email: [ctctutor@hartford.edu](mailto:ctctutor@hartford.edu)

### **3. Title IX and Sexual Harassment/Assault**

The University of Hartford and its faculty and staff are committed to assuring a safe and productive educational environment for all students. Title IX makes it clear that sexual misconduct and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and support applied to offenses against protected categories such as race, national origin, etc. University faculty and staff members must report sexual misconduct or harassment to the University's Title IX Coordinator to provide the appropriate resources and support options.

Please report any incidents of sexual misconduct and harassment and bias-related incidents, by clicking [HERE](#)

What this means is that as your professor, I am required to report any incidents of sexual misconduct and harassment that are directly reported to me or of which I am somehow made aware.

See the University of Hartford Title IX Sexual Harassment/Sexual Assault Policy [\\_ HERE](#)

To learn more about Title IX on campus, go to: <https://www.hartford.edu/about/policies/title-ix/>

Support and Reporting Options:

On Campus (confidential): Counseling & Psychological Services (CAPS) 768-4482; Live Safe App (anonymous)

On Campus (private, *not* confidential): Kenna Grant, AVP Equity & Opportunity: Office (860-768-4880) [title9@hartford.edu](mailto:title9@hartford.edu) or [mckenna@hartford.edu](mailto:mckenna@hartford.edu) ; Public Safety (768-7777)

Off Campus (confidential): Sexual Assault Crisis Service (24/7 toll-free hotlines: 1-888-999-5545 for English, 1-888-568-8332 para Español); Interval House hotline: 860-.838-8467; CT Safe Connect 24/7 hotline: 888-774-2900 St. Francis hospital (860-714-4000)

The Assistant Vice President for Equity & Opportunity serves as the University's Title IX Coordinator and is the designated agent of the University with responsibilities for coordinating Title IX compliance efforts. They oversee the implementation of grievance procedures, including the notification, investigation, and disposition of complaints, ensuring a fair and neutral process for all parties. **Additionally, they have been designated to handle inquiries regarding non-discrimination policies, including oversight of 504/ADA and Title IX compliance,** and questions regarding the policy.

#### 4. University of Hartford Mental Health and Wellbeing Statement

Mental health is an important aspect of students' wellbeing and integral to positive academic experience and success. If during the semester you experience difficulties and would like support, consider contacting the University of Hartford's Counseling and Psychological Services (CAPS). CAPS offers a range of short-term, confidential counseling services available to all undergraduate and graduate students **at no additional cost**. CAPS is located in the Gengras Student Union, room 313. To schedule an appointment, call 860.768.4482 or email CAPS at [caps@hartford.edu](mailto:caps@hartford.edu). Office hours are Monday through Friday, 8:30 a.m. - 4:30 p.m.

#### 5. Generative AI Use

To be transparent with students about your acceptable and/or prohibited uses of generative AI tools for coursework, please consider including a statement. Sample statements can be found at [this link](#). Please also align with the GenAI Guiding Principles for Faculty and Students [here](#).

#### 6. Travel Requirement:

If your course **requires** travel (field trips, off-campus excursions) that may require students to have their own transportation, please make that explicit in your syllabus and discuss on the first day of class. This does not apply to internships, practica, etc. where this is generally self-evident.

Resource for ideas in fostering a sense of connection and belonging in the classroom: "[How to Create Belonging in the Classroom Toolbox](#)". Thanks to Shivangi Nangia, Assistant Professor

of Chemistry, and Julie Sochacki, Clinical/Applied Associate Professor of English and Director of Writing Programs, for creating this resource.

For any questions on policies and procedures, please refer to the Manual of Academic Policies and Procedures (MAPP) or the Source, accessible on the [Provost's webpage](#) under "Policy Documents". You will need to log in with your UHart credentials.