

# Resolution to Update Faculty Handbook Language on Textbooks and Student Accessibility Services

Faculty Senate

Educational Policy & Student Affairs Committee

March 11, 2013

*Whereas the content of syllabi and other course information should reflect state and federal laws, and university policies governing information for students;*

**Be it resolved** that Section IV.A.3 and 6 of the Faculty Handbook be changed as follows, adding information concerning the accommodation in each class for students with disabilities, and listing textbooks for each course under Course Offerings on the Registrar's website in a timely manner so that students can look for affordable copies according to the Higher Education Act (H.R. 4137 Sec. 133. Textbook Information):

Faculty Handbook IV.A.3:

### 3. Information Given Class at First Meeting

Before or at the first meeting of the class, the instructor shall provide a syllabus, which can be in electronic form, and which also provides students with the following information:

1. The instructor's name, the call number, the descriptive title, and the catalog number of the course;
2. The intended learning outcomes or objectives upon successful completion of the class;
3. The basis for grading in the course;
4. A statement of the instructor's attendance policy (see [Section IV.B.3](#))
5. A statement of the instructor's policy on academic misconduct that either refers to a policy approved by the academic unit or college or that includes the following:
  - i. A definition of academic misconduct if the field requires a more specific definition of academic misconduct than the one found in the student Code of Conduct (see [Section VIII.F](#));
  - ii. A list of the range of sanctions that the instructor might implement in the case of academic misconduct;
  - iii. A statement that students may appeal academic sanctions through the grade appeal process;
  - iv. A statement that University Judiciaries may impose additional sanctions.
6. An explanation of policy relative to absences consistent with the student regulations as given in the Undergraduate Catalog and reproduced herein (see [Section VIII.C](#)).
7. In order to protect the instructor's intellectual property, it is suggested that the following statement appear in the syllabus: "The lectures, classroom activities, and all materials associated with this class and developed by the instructor are copyrighted in the name of (instructor's name) on this date (give date)."
8. Information regarding accommodations in course work and assessment for students with a disability, and available resources offered by the Office of Student Accessibility Services. It is suggested that the following statement appear in the syllabus: "Any student who suspects s/he may need an accommodation based on the impact of a disability should contact the class instructor privately to discuss the student's specific needs and provide written documentation from the Office of Student Accessibility Services. If the student is not yet registered as a student with a disability, s/he should contact the Office of Student Accessibility Services."

## Faculty Handbook IV.A.6:

### 6. Texts

Textbooks should be ordered through the appropriate departmental and university procedures. In order to allow students time to look for affordable copies, (see <http://www.ohio.edu/registrar/info/textbook/HEOASection112Textbook.pdf>) each instructor should provide in a timely manner information about author, title, edition, ISBN and approximate price of each textbook to be entered for each course listed in Course Offerings on the Registrar's website. Individual faculty members are not permitted to sell textbooks or text materials to students. Text materials prepared by faculty may be duplicated in accordance with applicable copyright laws by local bookstores and duplication services; and these materials may be sold only at cost or with a reasonable royalty to the faculty member(s). Royalties accrued to faculty members for these materials should be reviewed by appropriate departmental committees.