

Dear Faculty Member,

We are writing to provide you with an outline of the academic policies that will guide our teaching and evaluation standards for the upcoming academic year. Please review the key points below:

1. Academic Integrity

All faculty members are expected to uphold the principles of academic integrity. Any form of cheating or plagiarism will result in disciplinary action.

2. Grading Policies

Each course syllabus must include a clear grading policy. Faculty are encouraged to use a variety of assessment methods to reflect student learning accurately.

3. Attendance Requirements

Regular attendance is crucial for student success. Faculty should outline attendance expectations in course syllabi and communicate them clearly to students.

4. Course Evaluations

Course evaluations will be conducted at the end of each semester. Feedback gathered will be used to enhance teaching methods and course content.

5. Accommodations for Students with Disabilities

Faculty are required to provide necessary accommodations for students with documented disabilities, in line with university policy.

Thank you for your commitment to academic excellence and the development of our students. Should you have any questions or require further clarification on any of the policies, please do not hesitate to reach out.

Sincerely,

The Academic Affairs Office