

Syllabus Policies

1. Academic Integrity: Academic integrity includes properly citing sources, creating original work, avoiding unauthorized collaboration, and avoiding unauthorized use of artificial intelligence. All breaches of academic integrity are recorded internally to RCU, with more serious sanctions also reported on the student's official transcript. See RCU's [Code of Academic Integrity](#) for more information.
2. Attendance Policy: Rochester Christian University expects regular and punctual attendance, and requires instructors to record attendance weekly. See RCU's [full attendance policy](#) for more information.
3. Online Course Shell: This course has a website in Canvas available at rochesterchristianu.instructure.com.
4. Withdrawal Date:
 - o Sixteen-Week Courses: The last day to withdraw (reflected on the transcript) is Friday, Oct. 30, 2026. Full refunds are issued for drops (unless you are still within the 12-18 hour block), and refunds are limited or non-existent for withdrawals depending on the date.
 - o Eight-Week Courses: Students may drop this course only if they have not participated. The last day to withdraw (reflected on the transcript) for session A is Friday, Sept. 25, 2026, and Friday, Nov. 20, 2026, for session B. Full refunds are issued for drops (unless you're still within the 12-18 hour block), and refunds are limited or non-existent for withdrawals depending on the date.
 - o To drop a course, please fill out the course add/drop/withdrawal form at <https://my.rcu.edu/>
 - o The [institutional calendar](#) can be found in the course catalog
5. Arrangements for Students with Disabilities: In compliance with the Americans with Disabilities Act of 1990, Rochester Christian University provides reasonable accommodations for all persons with disabilities. If you are seeking accommodations, you are required to register with the Disability Services office. Please visit <https://rcu.edu/ada-accommodations/> to learn more about the accommodations process and apply for accommodations. If you have questions about the process please contact the Accommodations Officer (248-218-2294) or accommodations@rcu.edu). Please note that lectures may be recorded by students with disabilities who require auxiliary aids to ensure equal access in the classroom. Instructors and classmates may not forbid the use of an aid that has been approved by the accommodation officer.

6. RCU Emergency Guidelines: For your safety, during the event of a campus lockdown, the professor/instructor is in charge and students are instructed to follow the directions of their professor or instructor. Please familiarize yourself with the RCU emergency guidelines located at <https://rcu.edu/campus-safety/>.
7. ACE: The Academic Center for Excellence (ACE) offers free peer tutoring sessions, online tutoring support, study resources, computer and printer stations, and much more for all Rochester Christian University students. For more information, email acelab@rcu.edu.
8. Ham Library: The library offers professional research assistance from librarians and access to resources in varying formats to the Rochester Christian University community. Patrons can access books, scholarly journal articles, and streaming videos and even check out laptops, puzzles, board games, binoculars, & ukuleles. The library also offers printing, photocopying, laminating services, and quiet study spaces. For more information, visit the [Ham Library Home Page](#)
9. Student Well-Being: If you are experiencing challenges (such as mental health, food insecurity, homelessness, personal emergencies, etc.) that are interfering with your coursework, you are encouraged to notify your instructor, or contact the Student Services Coordinator or the Dean of Students for support and referrals to campus and/or community resources.
10. Inclement Weather: Announcements regarding campus closures are posted on my.RCU.edu.
11. Grievance and Appeals: For academic-related appeals, please fill out the Academic appeal form. For all non-academic grievances, please fill out the Grievance form. Both forms can be found at my.rcu.edu.