



## PUBH 1003

Alcohol & College Life  
Fall 2019

### COURSE AND CONTACT INFORMATION

**Credits:** one credit

**Meeting Day(s), Time, and Place:** This course is entirely web-based, delivered via Canvas course site

**Office hours:** By appointment. We are happy to meet with students and are here to help you succeed!

#### INSTRUCTIONAL TEAM:

Alcohol & College Life is taught by a team of people, including undergraduate Teaching Assistants (TAs), a tech administrator, and co-instructors. We work together to provide all students with a positive learning experience. Your TA will guide you through the course and is a great resource; we are confident in your TA's ability to provide accurate answers and valuable feedback. TAs have completed Peer Educator training, which addresses confidentiality as well as listening, responding, referral, and other skills.

Contact Type	Contact Information	Role	When to Contact
Teaching Assistant	Name and contact information announced via introductory email	Assigns grades and provides individual feedback on each assignment. Connects students to campus, community, and national resources and services.	Questions or concerns about the class, assignments, deadlines, etc. Your TA will respond promptly and is your first line of contact!
Technical Support	Via <a href="#">tech help form</a> or <a href="mailto:ritech@umn.edu">ritech@umn.edu</a>	Troubleshoots technical issues related to the Canvas site or course content.	Issues with the Canvas site, the online learning modules, or quizzes or assignments. But be sure to check the <a href="#">Tech Support</a> website first where we have info on frequent questions/issues.  Note: UMN OIT is not able to make any changes to our Canvas course site or address

			issues regarding the online learning modules.
Instructor	<p>Emily Matson, MPH  <a href="mailto:emilym@umn.edu">emilym@umn.edu</a>  612-626-4215</p> <p>Suite 300, <a href="#">West Bank Office Building (WBOB)</a>  1300 2nd St. S.  Minneapolis, MN 55454</p> <p>Campus Mail Code:  7525A</p>	<p>Facilitates the course.  Creates course content.</p>	<p>Questions about the course content, to submit a letter from the Disability Resource Center, to request an extension or approval to submit work late (be sure to look at the <a href="#">Late Work policy</a> in this syllabus), or anything else!</p>

Please save this contact information to your computer or print it. That way, you can still contact us in the event that you have difficulty connecting to the Internet or accessing the syllabus.

#### COMMUNICATION IN ONLINE COURSES

Communication is especially important in an online course. The course site announcement forums/discussions and email will be used to communicate with students. You are responsible for reading all course-related emails sent to your University email account and contacting us in a timely manner with any questions you may have. We strongly recommend that you check your U of M email daily. Our goal is to respond to emails within one to two business days and instructional staff does not reply to emails outside of business hours.

#### TIPS FOR CONTACTING US

- Per FERPA laws, use only your official University of Minnesota account for email correspondence with us.
- Include the name of your course and section number in the subject heading. The course team works with and teaches multiple classes on multiple campuses and it may help us get back to you faster.

#### COURSE DESCRIPTION

Alcohol & College Life is offered through the Rothenberger Institute (RI). RI provides a suite of wellness-based courses focusing on the knowledge and skills students need to lead healthy, productive, and balanced lives. For more information, visit the [Rothenberger Institute website](#).

Alcohol & College Life was developed to address some of the issues many students face in college and reinforce personal prevention strategies to maximize student and campus safety. The course provides college students with factual information about how alcohol and other substances affect college life and counters dangerous myths regarding substance use. We want to present students with unbiased information to help them make responsible decisions. Course content highlights stories and information pertinent to all students, regardless of whether or not they choose to drink or use substances. In addition, the course incorporates strategies to enhance academics, time management, self-care, financial wellness, and interpersonal communication. Students are encouraged to think about how the modules apply to their own experiences.

#### ACKNOWLEDGMENTS

The contents of Alcohol & College Life have been developed with the contributions of numerous instructors. Laurie Lucachick and Emily Matson have been involved with the majority of recent

content and modifications. Former faculty/instructors, including James Rothenberger, Jolynn Gardner, and Jerri Kjolhaug had roles in either the conceptual development or actual content of the current course, and are acknowledged for their contributions. Tayne DeNeui was also involved in the conceptual development and actual content of the course. We acknowledge Sarah Keene, Amy LimBybliw, Sarah Sevcik, Paul Bernhardt, and Xiong Xy for their contributions, as well.

## COURSE PREREQUISITES

There are no prerequisites for this course and it is intended for undergraduate students.

## COURSE GOALS AND OBJECTIVES

At the conclusion of this course, the learner will be able to demonstrate, via various evaluation methods, a thorough understanding of the concepts listed below:

- Describe the prevalence of alcohol, tobacco, and marijuana use, and prescription drug misuse.
- Explain the basic scientific, medical, and legal aspects of alcohol and other substances.
- Assess socio-cultural aspects of substance use as they relate to undergraduate college students.
- Examine expectations regarding alcohol and substance use from a personal viewpoint, as well as the viewpoints of other students, family members, and the University community.
- Examine personal attitudes about alcohol and other substances.
- Recognize warning signs of an alcohol or substance misuse problem.
- Explain individual-level harm reduction strategies for alcohol and substance use.
- Apply effective academic, time management, interpersonal, self-care, and financial wellness strategies.
- Understand the relationship between substance use, sex, and sexual assault.
- Effectively intervene in problematic situations, such as substance misuse and sexual assault.
- Describe effective individual and environmental approaches to substance misuse prevention.

## METHODS OF INSTRUCTION AND WORK EXPECTATIONS

### COURSE WORKLOAD EXPECTATIONS

Alcohol & College Life is a one (1) credit course. The University expects that for each credit, you will spend a minimum of three hours per week attending class or comparable online activity, reading, studying, completing assignments, etc. over the course of a 15-week term. Thus, this course requires approximately **45 hours of effort** spread over the course of the term in order to earn an average grade.

This course is entirely online. Therefore, your time will be spent interacting with online learning modules, reading online articles, and completing assigned coursework via the Canvas course site.

### TECHNOLOGY

You will use the following technology tools in this course. Please make yourself familiar with them. You are expected to have basic computing skills, such as using a word processing program, uploading files, opening and sending email, etc.

If you are concerned about your computer readiness to complete this online course, we encourage you to review the [U of M Resources and Tips and Training for students](#), the [Tech Support & Troubleshooting Website](#), or contact your instructor. (See also: [SPH Student Policies: Technology Readiness](#))

- **Canvas:** Resources available on [OIT's Student Help Resources page](#)

- **CogBooks Interactive Learning Modules:** All learning content in this course is delivered through the CogBooks platform. Review the [Online Learning Module Orientation](#) video for an introduction to using this tool.
- **Google Drive:** Google Docs, training is available via [OIT Self-Help Guide](#)
  - [Submitting assignments in the Student app on an iOS device](#)
  - [Submitting assignments in the Student app on an Android device](#)
- **Adobe Acrobat Reader:** For supplemental readings; available as a [free download](#) from Adobe.
- **Internet Browser:** Google Chrome or Mozilla Firefox recommended. (Internet Explorer not recommended.)
- **Flipgrid, optional** (for extra credit assignment): Flipgrid is a tool that allows you to record a 90-second video response and view others' responses. Links and instructions can be found within the Canvas course site's assignment pages.
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The [University has many free, public computer labs](#) on campus with reliable Internet and technology necessary to complete the course. Additionally, computers with reliable Internet for general use are available at most campus and community libraries.

#### DUO SECURITY

If you use Duo Security to sign in to University applications, YOU ARE STRONGLY ENCOURAGED to set up back-up devices in Duo Security so that you are prepared in the event that your primary Duo device is unavailable (you forgot it, it was stolen, it's broken, the battery is dead, etc.). [Learn about back up devices.](#)

As a Duo user, it is your responsibility to come prepared to sign in to applications necessary for class activities, including exams and quizzes. If you are unable to sign in, you may lose points for class assessments not completed on time. Failure to bring your Duo device or a back-up is not an excused absence or a valid reason for make up work.

Visit the [Duo Security](#) website for more information or questions.

#### LEARNING COMMUNITY

School of Public Health courses ask students to discuss frameworks, theory, policy, and more, often in the context of past and current events and policy debates. We do not come to our courses with identical backgrounds and experiences and building on what we already know about collaborating, listening, and engaging is critical to successful professional, academic, and scientific engagement with topics.

If you engage with other students using the forum, you are expected to engage with each other in respectful and thoughtful ways. This can mean:

- Respecting the identities and experiences of your classmates.
- Avoid broad statements and generalizations. Group discussions are another form of academic communication and responses to instructor questions in a group discussion are evaluated. Apply the same rigor to crafting discussion posts as you would for a paper.
- Consider your tone and language, especially when communicating in text format, as the lack of other cues can lead to misinterpretation.

Like other work in the course, all student to student communication is covered by the [Student Conduct Code](#).

## COURSE TEXT AND READINGS

This course does not have an assigned textbook. All of the online learning modules and readings can be accessed via the Canvas course site.

### ONLINE LEARNING MODULES IN COGBOOKS

The online learning content was developed by the Rothenberger Institute and is delivered through CogBooks, an external learning platform. The modules in the CogBooks platform provide you with a personalized learning path based on your understanding of core course concepts, which you'll demonstrate using a slider bar.

The online learning modules include interactions (reflection opportunities, practice quiz questions, and other educational activities) intended to reinforce and/or check your understanding of course learning objectives before the objectives are assessed in graded quizzes and assignments. While the brief assessments within the CogBooks platform are not point-earning and do not count toward your final grade, investing time in these activities will help you succeed in the course; the more you put into the course by reflecting honestly on what you're learning, the more you will get out of this course.

Course materials are available to enrolled students for personal use only. By enrolling in this course, you're agreeing not to share the materials with other students, make them publicly available, or otherwise distribute them, as this is a violation of copyright and not permitted.

**Note:** Access to the online learning modules will end after the term is over; however, a PDF version of the module transcripts will be available for download at the end of the term. In addition, you may [submit a request form](#) at any point throughout the term to download the PDF version of the module transcripts.

### VIDEOS IN ONLINE LEARNING MODULES

The online learning modules feature unscripted videos of real students from Minnesota college campuses discussing their opinions and experiences related to topics covered in the course modules. While valuable and relevant to the course, the views expressed by students featured in these videos may not necessarily represent the views or recommendations of the Rothenberger Institute. For this reason, content within student videos will not be assessed in quizzes. However, all other videos, unless otherwise noted, contain required content that may be assessed in quizzes and assignments.

### TRIGGER WARNING

The course content contains information about sexual assault, which may be triggering for survivors and others. Consider taking some time to take care of yourself and seek help, if desired. The Aurora Center for Advocacy and Education provides a safe and confidential space for students, faculty, staff, alumni, and family members or friends affiliated with the University of Minnesota who are victims/survivors/concerned people of sexual assault, relationship violence, or stalking. You can get in touch with an advocate by calling their 24-Hour Helpline: 612-626-9111. For more information, visit [The Aurora Center](#) website. Contact your instructor if you have questions or concerns.

### INCLUSIVE LANGUAGE

Our culture, for the most part, uses a gender-binary and sex-binary framework—thinking and functioning in terms of men and women when discussing gender, or male and female when discussing sex assigned at birth. However, we recognize that this doesn't encompass everyone's experience or identity and have therefore used inclusive language throughout the course. Such language consists of words and phrases that demonstrate respect for how a variety of individuals self-identify their gender and sexual orientation, describe their bodies and relationships, and express their sexuality. When we report research results, we use the same terms used by the researchers, recognizing that some of the research may not be inclusive. Despite its potentially exclusionary nature, we have chosen to include such research because we believe that the data still has value in informing and supporting our discussions and may be the only or best data available on a given topic.

## COURSE OUTLINE/WEEKLY SCHEDULE

**This course has specific deadlines.** All coursework must be submitted via the course site before the date and time specified on the site. **Note: assignments and quizzes are due by 5:00 PM CST throughout the term.**

You may submit work early. However, we cannot guarantee that it will be graded early because priority will be given to work that's already been due. Our goal is to grade assignments within seven days of their due date.

Due Date	Quiz or Assignment	Material Covered	Pts
September 5	Course Orientation Quiz	Syllabus, How-to Videos, Tech Forum	0
September 5	Introductory Post	You!	0
<b>Unit 1</b>			
September 10	Unit 1 Quiz	Substances on College Campuses	10
September 17	Reflection: Alcohol eCHECKUP TO GO	Substances on College Campuses	20
<b>Unit 2</b>			
September 24	Unit 2 Quiz	Principles of Intoxication; Substances & the Body	25
October 1	Reflection: Applying the Principles of Intoxication	Principles of Intoxication; Substances & the Body	15
<b>Unit 3</b>			
October 8	Unit 3 Quiz	Addressing Substance Misuse and Dependence; Responsible Use	20
October 15	Reflection: Planning for the Party	Addressing Substance Misuse and Dependence; Responsible Use	15
<b>Unit 4</b>			
October 22	Unit 4 Quiz	Factors that Impact Student Success	20
October 29	Reflection: Communication Skills	Factors that Impact Student Success	15
October 29	Extra Credit: Time Management Strategies Worksheet	Factors that Impact Student Success	5
<b>Unit 5</b>			

November 5	Unit 5 Quiz	Bystander Intervention; Substance Use, Sex, and Sexual Assault	15
November 12	Reflection: Being an Active Bystander	Bystander Intervention; Substance Use, Sex, and Sexual Assault	20
<b>Unit 6</b>			
November 19	Unit 6 Quiz	The History of Substance Use, Laws, and Policies; Substance Misuse Prevention Strategies	20
November 26	Reflection: Campus Substance Misuse Prevention	The History of Substance Use, Laws, and Policies; Substance Misuse Prevention Strategies	15
November 26	Extra Credit: The War on Drugs Flipgrid Reflection	Ethan Nadelmann's TedTalk, titled "Why we need to end the War on Drugs"	5
<b>Finishing the Course</b>			
December 3	Final Course Reflection	Cumulative	30

## SPH AND UNIVERSITY POLICIES AND RESOURCES

The [School of Public Health website](#) maintains up-to-date information about resources available to students, as well as formal course policies. Students are expected to read and understand all policy information available at this link and are encouraged to make use of the resources available. The course policies outlined in the syllabus and on the SPH website are consistent with University of Minnesota policies and have been developed through previous experience with students. They are meant to help you meet the expectations of the course and to ensure that all students are held to the same, consistent standards and treated fairly.

The University of Minnesota has official policies, including but not limited to the following:

- Grade definitions
- Scholastic dishonesty
- Makeup work for legitimate absences
- Student conduct code
- Sexual harassment, sexual assault, stalking and relationship violence
- Equity, diversity, equal employment opportunity, and affirmative action
- Disability services
- Academic freedom and responsibility

The University offers academic, community, financial, and wellbeing resources to support undergraduate students. We care about your wellbeing and encourage you to learn more about these valuable [student resources](#), including:

- [Disability accommodations](#)
- [Housing and financial instability resources](#)
- [Technology help and readiness](#)
- [Academic support](#)

Please note that this is not an exhaustive list. We invite you to contact your TA, instructor, or Academic Advisor if you would like help identifying campus resources that are relevant to you.

#### MENTAL HEALTH AND STRESS MANAGEMENT

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the [Student Mental Health website](#).

## EVALUATION AND GRADING

### ASSESSMENTS OVERVIEW

Your performance in this course will be assessed through quizzes and assignments; the course schedule is finalized before the start of the term and will not change after the first day. A brief summary of each assessment category is included here. More specific instructions are located in the submission descriptions in the Canvas course site.

It is expected that you do your own work and that you work individually. Academic dishonesty will not be tolerated and will be dealt with according to [University policy](#).

### QUIZZES

#### COURSE ORIENTATION QUIZ (0 POINTS, BUT REQUIRED)

The course orientation quiz is required and is based on information in the syllabus, orientation video, and Tech Support website (linked in the Canvas course site). This quiz is available in the “Course Overview and Orientation” section of the course site. You will not be able to view any of the course materials until you receive 100% on the Orientation Quiz, but you can take the quiz as many times as necessary to receive that score.

#### CONTENT QUIZZES ([1 X 10 POINTS] + [1 X 15 POINTS] + [3 X 20 POINTS] + [1 X 25 POINTS] = 110 POINTS)

There are 6 required quizzes throughout the term. All quizzes include multiple-choice or true/false questions. Navigating away from a quiz (i.e. viewing the interactive modules or readings) while taking it may cause the quiz to close unexpectedly.

#### QUIZ TIMES AND SCORES

You are given a short window of time to complete your quiz (approximately a minute per question), so be sure to carefully review the required content for each quiz before beginning. You must start your quiz by 4:59 pm on the due date in order to receive full credit for your quiz. Quizzes started at 5:00 pm or after, but within 24 hours of the due date, will be eligible for up to half credit. You will be allowed **one attempt** on each quiz.

You will be able to review quiz questions and correct answers once the quiz closes for all students; your score will be available immediately upon submitting a quiz on the course site. We encourage you to review the correct answers for any questions you may have answered incorrectly; this will further your understanding of important course concepts and help guide your studying for future quizzes and assignments. Contact your TA or the instructor if you have any questions.

### ASSIGNMENTS

#### ACTIVITY AND REFLECTION ASSIGNMENTS ([4 X 15 POINTS] + [2 X 20 POINTS] = 100 POINTS)



There are 6 required reflection assignments. You will be asked to answer questions that help you reflect on an activity or course content.

### FINAL REFLECTION (30 POINTS)

The final course reflection will require you to reflect on things you have learned from this course and explain how your beliefs and personal philosophy regarding course topics may have changed.

### GRADING SCALE

The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

% In Class	Grade	GPA
92 - 100%	A	4.000
90 - 91%	A-	3.667
88 - 89%	B+	3.333
82 - 87%	B	3.000
80 - 81%	B-	2.667
78 - 79%	C+	2.333
72 - 77%	C	2.000
70 - 71%	C-	1.667
68 - 69%	D+	1.333
60 - 67%	D	1.000
≤ 59%	F	

- A = achievement that is outstanding relative to the level necessary to meet course requirements.
- B = achievement that is significantly above the level necessary to meet course requirements.
- C = achievement that meets the course requirements in every respect.
- D = achievement that is worthy of credit even though it fails to meet fully the course requirements.
- F = failure because work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (Incomplete).
- S = achievement that is satisfactory, which is equivalent to a C- or better
- N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and student that the student would receive an I (Incomplete).

### GRADE CALCULATION

There are 240 total points possible in this class. You can calculate your course grade throughout the term and potential final grade using [What-if Grading in Canvas](#). **Reminder: The Orientation Quiz is required, but points do not count toward the course total.**

### EVALUATION AND GRADING POLICIES

As noted in the [SPH and University Policies and Resources section](#) of the syllabus, there is essential information for students on the SPH Student Policy website, including a [Grading Policies](#) section with information on grade option changes, course evaluations, withdrawals, and more.

#### 5:00 P.M. CST DEADLINES

The Rothenberger Institute uses 5:00 p.m. deadlines for assignments and quizzes throughout the term. Turning your assignment in at 5:00 p.m. means that the evening is available for you to practice habits that foster wellbeing and engage socially with your community; this deadline also encourages you to plan ahead and work on assignments in advance, which is one effective strategy for reducing academic stress. Public health professionals work to change policies to make the world a healthier place; by building a system that supports health we are improving health outcomes for students!

#### SAVING AND SUBMITTING COURSEWORK

**This Canvas site will only accept assignments as Google Docs.** Google Docs that students submit are considered final. Directions on how to submit a Google Doc via Canvas can be found on the assignment page or in the syllabus under Technology>Google Drive.

In addition, we strongly discourage you from deleting assignments from your Drive until the end of the term.

#### TECHNICAL ISSUES WITH COURSE MATERIALS

You are expected to submit all coursework on time and **it is your responsibility to ensure that your work is submitted properly before the deadline.** Double-check your quiz and assignment submissions right after you submit them. Make sure you have a strong and reliable internet connection before attempting to complete quizzes or submit assignments.

While we understand that technical problems could still occur, it is your responsibility to take all the steps possible to limit potential issues that may interrupt the submission of your quiz answers; the course team reserves the right to take into consideration the steps taken to decrease potential issues and report them in a timely manner when making final determinations on quizzes that do not submit properly.

#### **If you experience technical difficulties while navigating through the course site or attempting to submit coursework:**

1. Search for a solution in the [RI Tech Support & Troubleshooting website](#) (also linked in the Canvas course site).
2. If you cannot find a solution, submit a [Tech Help Form](#) (in the RI Tech Support Website) **within 30 minutes** of the problem's occurrence.
  - a. Provide as much information as possible, so the tech team can best help you as soon as possible.
  - b. You can expect a response within one to two business days to help resolve the problem.
3. For other issues related to tools supported by the University (e.g. access to Canvas, DUO, email, etc.), contact [OIT's Help Desk](#).

#### CHECKING ASSIGNMENT SCORES AND FEEDBACK

It is our goal to complete the grading of assignments within seven days of their deadline. In addition to grading your work, TAs provide feedback relevant to your knowledge, attitudes, and/or behavior. Read your TA's feedback to enhance your learning experience. You can check your assignment score and feedback by returning to the assignment submission page or via your grade book.

If you have general questions about your grade, email your TA. If you would like an assignment, quiz score, or final grade to be reconsidered by the instructional team, email your instructor *within two*

*weeks of the assignment or quiz deadline or within 48 hours of final grades being submitted (whichever comes first) with a detailed justification as to why you believe the grade should be reconsidered.*

#### **LATE ASSIGNMENTS**

If you have other priorities when a quiz or assignment is due, plan ahead and submit the work early. Late work will be accepted within a 24-hour window past its deadline for up to half credit. The only potential exception to this policy is for a legitimate reason, as defined below. Also note, extra credit opportunities are posted on the course site if you wish to make up lost points, but extra credit will not be accepted for any credit past posted deadlines.

#### **MAKEUP WORK FOR LEGITIMATE REASONS**

If you experience an extraordinary event that prevents you from completing coursework on time and you would like to make arrangements to make up your work, contact your instructor within 48 hours of the missed deadline if an event could not have been anticipated and at least 48 hours prior if it is anticipated. Per University policy, legitimate reasons for making up work may include:

- illness, physical or mental, of the student or a student's dependent;
- medical conditions related to pregnancy;
- participation in intercollegiate athletic events;
- subpoenas;
- jury duty;
- military service;
- bereavement, including travel related to bereavement;
- religious observances;
- participation in formal University system governance, including the University Senate, Student Senate, and Board of Regents meetings, by students selected as representatives to those bodies; and
- activities sponsored by the University if identified by the senior academic officer for the campus or the officer's designee as the basis for excused absences.

Because this course is entirely online and all materials are available to students from the first day of the term, we expect students to plan accordingly if travels or access to internet will cause them to miss a deadline. Note that our deadlines are generally set for 5:00 p.m. CST, so traveling to a different time zone will require additional planning. Further, circumstances that qualify for making up missed work will be handled by the instructional team on a case-by-case basis; they will always be considered but not always granted. For complete information, view the [policy on Makeup Work for Legitimate Absences](#).

#### **OPTIONAL EXTRA CREDIT (UP TO 15 POINTS)**

You may earn a maximum of 15 points of extra credit throughout the term. Extra credit opportunities may take several forms (e.g., optional/bonus work on required assignments, experiential activities, campus or community events related to course topics, current events articles, etc.). Check the Canvas Course Site to see extra-credit opportunities available throughout the term as well as the announcements for additional extra credit opportunities that may become available throughout the term.

#### **SCHOLASTIC DISHONESTY, PLAGIARISM, CHEATING, ETC.**

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing (including self-plagiarism or using work from a previous term or course); cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or

professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis (As defined in the Student Conduct Code). For additional information, please see the [official policy](#).

The Office for Student Conduct and Academic Integrity has compiled a useful list of [Frequently Asked Questions](#) pertaining to scholastic dishonesty.

If you have additional questions, please clarify with your instructor. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class-e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

Indiana University offers a [clear description of plagiarism and an online quiz](#) to check your understanding.

#### INCOMPLETE CONTRACTS

Please review the [SPH Student Policies](#) page for Incomplete Contract information. A grade of incomplete, "I," can be assigned by the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an "I" requires that a contract be written by the instructor and signed by both the instructor and the student before the last day of the term. Note: Incompletes are always assigned at the discretion of the instructor and we will not grant an "I" grade unless a substantial portion of the coursework has already been completed satisfactorily.