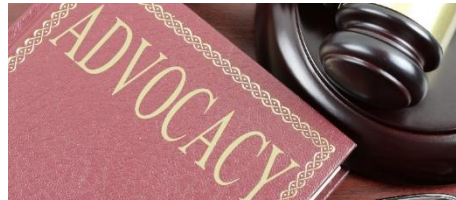


ADVANCED APPELLATE ADVOCACY “AAA”

Syllabus | Fall 2025 | LAW 638-3| Toepke



Contact Info

Prof. Carly Toepke

Email: carly.toepke@siu.edu

Office: 2048 (across from elevator)

Office hours: Walk-in Tuesdays 10:15-11:15 am or [by appointment](#) (in person or Teams). Also, whenever my door is open, you're welcome to come in.

Class Meetings

Monday & Wednesday: 3:15-4:30pm

Room: LSAR 108

Teaching Assistants

Noah Herndon Noah.herndon@siu.edu

Office Hours: 166B T/Th 12:20-1:20pm or [Book with Herndon, Noah: TA Meeting](#)

Reagan Honn Reagan.honn@siu.edu

Office Hours: 166J M/W 12:20-1:20pm or [Book time with Honn, Reagan A: TA Meeting](#)

Administrative Assistant

Katie Rumsey Katie.rumsey@siu.edu

I. Course Description, Overview & Learning Outcomes¹

Welcome to AAA! This course is designed to provide you with an opportunity to continue to practice the art and science of appellate advocacy – both written and oral. The course is also precursor for selection to the Moot Court Board. As part of this course, you are required to participate in the SIU Intramural Moot Court Competition (IMCC) as a member of a two-person team, where you will write a brief and present oral argument. You will then individually write an appellate brief assigned during the semester, which will be the major basis for the course grade. The rest of the student's grade will be based on in-class assignments and presentations, completion of all assignments, and participation/professionalism. This course will require at least 42.5 hours of total work per credit.

The course includes instructions in oral advocacy, written advocacy, and the appellate court process. The bulk of the course is focused on persuasive writing skills. These skills are transferable between appellate brief writing, pretrial motions, and trial motions. The writing skills portion of the course will include exercises, short writing assignments, and appellate brief writing. The oral argument portion will involve a multi-round moot court competition. The course has the following learning outcomes:

- Continue your practice of both large and small scale organization techniques, persuasive writing style, and Bluebook citation format;
- To develop a deeper ability to analyze complex law and facts in order to present a persuasive written and oral argument;
- To develop greater confidence as a public speaker;
- To demonstrate professionalism in advocacy and development of professional self-identity, including collaborating with others (as permitted, see below for limitations), showing respect to the court and other counsel, complying with court rules, and meeting deadlines;

The first requirement of this course is to complete the team brief for the IMCC and participate in the oral rounds of the competition. A separate set of Rules for the Competition will be posted on D2L. You must download those and familiarize yourself with them. We will not be reviewing those Rules in class, just as in moot court competitions where it is the competitor's – not the coach's – responsibility to follow the rules. The IMCC will be held on September 20 and 21 (preliminaries) and September 27 and 28 (elimination rounds). You must be available all of those days. The IMCC counts

¹ The syllabus is likely to change as the semester progresses depending on the speed at which we move through content. Please check D2L to make sure you have the most updated syllabus. If there are any changes to the syllabus, they will be announced.

as a pass/fail graded assignment for the course, but there are bonus points for top performers. More information on the oral portion will follow.

Another requirement of this course will be to work with the National Health Law Moot Court Competition (HLMC) briefs. The class will be responsible for grading the technical portions of the HLMC briefs. You will receive instruction from a member of the Moot Court Board on Bluebook citations and format requirements for the briefs. Barring unexpected scheduling problems, scoring sessions will take place during 2 regular class sessions (October 29 and 31). There will be no unexcused absences allowed during these sessions.

Shortly before the HLMC, selections will be made for the Moot Court Board. New Board Members will be assigned to one of the national competition teams that compete during the Spring semester. New Board Members will be required to assist with the HLMC on November 1 and 2 and must be available all day, both days.

After the IMCC, you will receive a new problem and prepare an appellate brief, in stages, based on that problem. This is called the Graded Brief. This is your individual project that will be due later in the semester

II. Assigned Materials

- Required
 - Mary Beth Beazley, *A Practical Guide to Appellate Advocacy* (6th ed.) **** (5th ed. is also allowed)**
 - *The Bluebook: A Uniform System of Citation* (21st Edition)
 - Other readings will be distributed as required
- Recommended
 - Consulting the [The Redbook: A Manual on Legal Style](#) is advisable as you are polishing your writing. *Prof. Toepke has copies of The Redbook available for 3-hour loan in her office.*

III. Grading & Assessment Methods

Mandatory Pass/Fail Graded Assignments:

- IMCC brief and oral argument
 - o *Note: winners of the oral competition will be given extra points overall (1st: 5 pts, 2nd: 4pts; 3rd: 3pts). Team members writing the best brief and second place brief will each receive (5) and (4) extra points overall respectively.*
- HLMC brief grading session
- In class assignments, citation exercises, self-editing exercises
- *Note: All pass/fail assignments must be satisfactorily completed in a timely fashion to receive a passing grade in the course. While graded for completion, these assignments can affect your final grade. Assignments can receive -**0 to -15** points as discussed in each assignment task sheet. Points are deducted when requirements are not met and/or requisite effort is not displayed in the submission. Those points will be deducted from your final grade.*
 - o *A **-0 score**, therefore, is the best available score.*

Graded Assignments

- Detailed Outline Graded Brief – 12pt (due 10/4)
- First Draft Graded Brief – 15pt (due 10/15)
- Second Draft Graded Brief – 24 pts (due 10/29)
- Final Graded Brief – 106 pts (due 11/22)
- Bluebook Quiz– 15 points (due date TBD)

Attendance, Participation & Professionalism

- Active participation and professionalism – 5pts
- *Note: If a student is not prepared to discussed assigned materials when called upon or fails to actively participate in class activities, the student will be marked absent for that class, and the student's grade may be lowered.*

IV. Assignments

There will be a variety of assignments during the semester: readings, writing assignments, in-class group and individual assignments, written briefs (partial and full), and oral arguments. See below for due dates. These are subject to change if we need to spend more time on a particular concept. The syllabus will be updated and posted on D2L as needed.

Unless otherwise noted, assignments are to be submitted via D2L by the due date and time. Usually, the due date is 10:00 a.m. the due date, but the syllabus and D2L will reflect any differences. These should be WRITTEN and SUBMITTED using MICROSOFT WORD DOC – **not Google Docs**. Google Docs does not have the required formatting features that the legal professional requires and will cause serious issues when converting (trust me, I have seen it over and over). Microsoft Word has the needed features and is FREE. [Download Microsoft 365 for free through SIU.](#)

You will receive feedback that reflects your performance with detailed suggestions for improvement.

Failure to complete any assignment fully can affect whether you receive a passing grade for the course.

V. Assignment Due Dates & Late Assignments

Just as in the court, due dates and times are firm and are strictly enforced. All assigned assignments are due as noted on below schedule or as announced in class. If a student repeatedly submits late assignments, I will alert the Associate Dean, who will then contact the student directly.

I will grant extensions only in limited cases and only if requested **at least 24 hours in advance**, barring emergencies beyond your control. If any assignment, which includes outlines, drafts, assignments, citation exercises, or otherwise is late without a granted extension, **three penalty points** against total semester points will be imposed for each such late assignment at the moment it is late. If handed in more than an hour past the deadline, **three additional points for each 24 hours** thereafter until all semester points are exhausted.

Unexcused late attendance to any oral argument round (competition or practice) or the HLMC brief scoring session will result in the same points penalty. Late IMCC briefs are subject to the sanctions listed in the Competition Rules. An unexcused failure to turn in an IMCC brief or participate in oral arguments, or unexcused failure to attend the HLMC brief scoring session, will result in a failing grade for the course.

VI. Attendance

Our class meets twice a week on Monday and Wednesday from 3:15-4:30 pm. As specified in the Rules of the Southern Illinois University School of Law, “regular attendance to class meetings in all courses is expected and required of all students in accordance with the rule to be announced by the professor at the beginning of each course. Attendance will be taken in class and attendance records will be kept. Violation of this rule shall subject the student to penalties”

Students may have no more than a maximum of four absences (partial or total) for any reason. The attendance requirement is not subject to modification by a professor, nor may a professor excuse an absence. If the absences allowed under this provision have been exhausted, the Associate Dean for Academic Affairs may grant leave and relief from the regular attendance requirement in extraordinary circumstances, including but not limited to: (1) military service; (2) representing the law school at a moot court, mock trial, law review, or official function; (3) jury duty; (4) religious observances; (5) the birth of a child; (6) the death of an immediate family member to include grandparents; (7) major non-elective surgery or a prolonged hospital stay; or (8) to comply with federal or state antidiscrimination laws, other applicable laws, or SIU policies.

You will **not** be permitted to miss any required IMCC rounds or the Health Law brief scoring session, absent extraordinary circumstances. Any student who fails to comply with this rule will be withdrawn from the class and will receive a failing grade for the course as these are required.

If a student is not prepared to discuss assigned materials when called upon or fails to actively participate in class activities, the student will be marked absent for that class, and the student’s grade may be lowered.

VII. Recording Policy

For the benefit of students who are unable to attend a particular class due to an unavoidable circumstance, it is my hope that class sessions will be recorded and made available for viewing. I will post the class PowerPoint slides each week to D2L. These recordings and materials are not to be shared with students outside the class.

All other recordings of the class are prohibited. Unauthorized recordings and unauthorized access to recordings will be governed by the School of Law Honor Code, § II.E.1.g.

VIII. General Guidelines & Collaboration Policy

You must do your own work on the assignments. The actual expression of your responses to the assignments must be your own. Do not copy anyone's answers (including AI) or share your work with others. Copying answers or ideas violates the Honor Code.²

As we will discuss in class, plagiarism results when you use another's work and submit that work as your own. This rule applies not only to copying work by other students, but also to copying language and ideas from other sources, including treatises and cases. How to avoid:

1. Acknowledge direct use of a source's words with quotation marks and a citation.
2. Acknowledge any paraphrase of a source's words with a citation.
3. Acknowledge direct use of a source's idea with a citation.
4. Do not copy/use someone else's or AI's response to the assignment.

A. Dishonest Citation

You will be penalized for dishonest citation. Dishonest citation means—

- Citing a source that does not support the proposition asserted.
- Altering or omitting language in a quotation without indicating the alteration or omission. If you quote, you must quote exactly or indicate alterations and omissions.
- Quoting a commercial summary or research aid as if it is the underlying source.

B. "Talk" collaboration

You may talk with the LW class Teaching Assistants and me about assignments, and it is also permissible to discuss ideas or questions about assignments with other students. You may not—(*except as allowed during in-class group work*)

- write an assignment jointly
- edit another student's writing
- copy anyone else's work
- use AI's responses in your writing

² Assigned group/team work has the expectation of collaborating with your assigned group/team.

- read another student's writing before it is turned in or before you turn in your assignment

This ban on collaboration includes obtaining written materials from *any* other person or AI and/or communicating with any other person about an assignment. This ban on collaboration applies to both graded and ungraded exercises. If you violate the ban on collaboration policy, you can be found in violation of the Honor Code, which can lead to serious penalties, including expulsion. An Honor Code investigation must also be reported to the Bar Examiners, even if you are cleared of any violation. *When in doubt about how to proceed, ask me or a TA.*

C. Ban on Plagiarism and Collaboration

Plagiarism is the act of taking someone else's work, ideas, or words and passing them off as your own without crediting the source. **Plagiarism is not permitted in this course.** You must acknowledge the use (direct or indirect) of an outside source by using citation.

Except with your partner on the IMCC brief and argument preparation, you are also not allowed to collaborate on assignments in this course. This means you may not obtain written material or communicate with anyone (including your fellow students) about an assignment except your me (your professor) and my TAs. This includes, but is not limited to, writing an assignment jointly, editing another student's work, copying anyone else's work, reading another student's work before it is turned in or before you turn in your assignment. ****Note that I consider using AI generated text (ChatGPT, Grammarly, etc.) to be collaboration.** ** Submissions will be run through an AI/Plagiarism checking software. **

You need to learn to write well before turning to AI to supplement. Do not be like these lawyers. See Sara Merken, *Lawyer who used flawed AI case citations says sanctions unwarranted in whistleblower case*, Reuters (Aug. 27, 2024) <https://www.reuters.com/legal/transactional/lawyer-who-used-flawed-ai-case-citations-says-sanctions-unwarranted-2024-08-27/>; Sam Skolnik, *Lawyer Sanctioned Over AI-Hallucinated Case Cites, Quotations*, Bloomberg Law (Nov. 26, 2024) <https://news.bloomberglaw.com/litigation/lawyer-sanctioned-over-ai-hallucinated-case-cites-quotations>; John Russel, *Sanctions ordered for lawyers who relied on ChatGPT artificial intelligence to prepare court brief*, Courthouse News Service (June 22, 2023) <https://www.courthousenews.com/sanctions-ordered-for-lawyers-who-relied-on-chatgpt-artificial-intelligence-to-prepare-court-brief/>; Golriz Chrostowski, *ANALYSIS: Sanctions for Fake Generative AI Cites Harm Clients*, Bloomberg Law (April 3, 2024) <https://news.bloomberglaw.com/bloomberg-law-analysis/analysis-sanctions-for->

[fake-generative-ai-cites-harm-clients](#) (“... attorneys should be very careful with their use of generative AI. One misstep may mean a call to their malpractice insurer.”); Ethan Holesha, *Springfield attorney fined for using AI, citing ‘nonexistent’ cases*, WCIA (Aug. 1, 2025) <https://www.wcia.com/news/sangamon-county/springfield-attorney-fined-for-using-ai-citing-nonexistent-cases/> (reminding attorneys that they must thoroughly review AI-generated content to ensure accuracy and compliance with legal and ethical obligations).

If I find that you have plagiarized or collaborated while working on an assignment, you will receive zero points for that assignment, lose professionalism points, and possibly incur other penalties. You will be reported and may be found in violation of the school’s Honor Code, which can lead to serious penalties, including expulsion. Note that an Honor Code investigation may be reported to the Bar Examiners.

If you have any questions about this policy, ask me. It is not worth it to plagiarize or collaborate.

******Note: if there is any deviation from the class collaboration policy (for example, group work), the instructions on the assignment will be clear about what is allowed.***

IX. Laptops and Cell Phones

Computers in any form are only permitted in class for note-taking purposes, to look up the text of cases, statutes and materials relevant to what is being discussed in class, to look at material posted on the AAA D2L pages, and when you are explicitly instructed that you may use your computer for a class activity. **You may not use your computer for any other activity, including but not limited to surfing the web, using social networking, checking or sending email, and reading or sending instant or text messages.** Any student using a computer for an impermissible purpose during class will be marked absent for that class session and will have his or her computer privileges suspended for the remainder of the semester (with the exception of preparing the graded brief). For purposes of this rule, “computer” should be defined broadly.

Cell phones should be shut off and placed away where they cannot be seen (absent prior approval). They may not be used for any purpose that would not be permissible if done on a computer.

X. Accessibility Statement

SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Disability Support Services coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact DSS immediately at 618-453-5738 or disabilityservices.siu.edu. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreements for each course to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations

XI. Course Standards

When you became a lawyer, you entered a profession requiring ethical behavior, professional competence, the ability to meet deadlines, and an awareness of rules. You will be expected to maintain these standards in AAA.

A. Failure to Follow Instructions Counts against You

Each assignment has detailed instructions. If you are uncertain about what to do, do not guess. Seek clarification or discuss the assignment with me.

B. Lateness Counts against You

Due dates and times are firm and are strictly enforced. Late assignments will receive a point deduction (see above). If a student repeatedly submits late assignments, I will alert the Associate Dean for Academic Affairs, which will then contact the student directly.

XII. Technology & D2L

Assignments, announcements, and other notices will be posted on the D2L platform. You are responsible for familiarizing yourself with the information posted and discussed on D2L prior to the examination.

XIII. AI Tools Policy

In this class, it is a violation of the honor code to misrepresent work that you submit or exchange with your instructor, including work produced by a generative AI tool such as ChatGPT, by characterizing that work as your own. In this class, you may not use generative AI for any writing task, including without limitation for generating text or images, outlining, grammar checks, revision to achieve a certain word count, or revision of organization.

This ban on collaboration includes obtaining written materials from any other person or generated artificial intelligence and/or communicating with any other person about an assignment. This ban on collaboration applies to both graded and ungraded exercises. If you violate the ban on collaboration policy, you can be found in violation of the Honor Code, which can lead to serious penalties, including expulsion. An Honor Code investigation must also be reported to the Bar Examiners, even if you are cleared of any violation. When in doubt about how to proceed, ask me.

XIV. Course Plan & Assignments

The below course plan will list the readings and assignments due on each class day. Dates marked in light pink are *outside* of normal class meetings. Assignments must be submitted in Word Document format through D2L. This plan is likely to change. Updates will be posted on D2L and announced in class.

| | Topic | Reading Due | Assignment Due |
|--|--|---|---|
| Week 1 | | | |
| August 18 | Appellate Jurisdiction & Standard of Review | Ch. 1 Ch. 2 | |
| August 20 | Research Plan & Understanding the Issues | Ch. 3 | |
| Week 2 | | | |
| August 25 | Large Scale Organization & Drafting Your Argument | Ch. 4.1 (only) Ch. 5 Review Beazley Appendix (Sample Briefs <i>Minnesota v. Carter</i> & <i>Herman v. Sports-R-Us Publications, Inc.</i>) | |
| August 27 | Cont. & Finding Your Theme | | |
| Week 3 | | | |
| September 1 LABOR DAY – NO IN PERSON CLASS | Oral Arguing – What it is, and what it is not (watch recording on your own) | Ch. 13 | |
| September 2 | | | Joint Draft of IMCC Argument Section Due |
| September 3 | Moot Courting | Ch. 14 | “5 Best Arguments” Assignment Due – Submit D2L & Print and bring to class |
| Week 4 | | | |
| September 7 | | Graded Brief Distributed | IMCC Brief Due |

| | Topic | Reading Due | Assignment Due |
|---------------------|--|--|--|
| September 8 | Oral Argument Openings in theory | SKIM Graded Brief Problem | |
| September 10 | Oral Argument Openings in practice | | IMCC Oral Arg. Opening Due – Present in Class |
| Week 5 | | | |
| September 15 | Oral Argument Practice all week times TBA – <i>no class meetings</i> | | |
| September 17 | Oral Argument Practice with 3L all week times TBA – <i>no class meetings</i> | | |
| <i>September 19</i> | IMCC Prelims Round 1(all must attend) | | |
| <i>September 20</i> | IMCC Day Prelims Round 2 (all must attend) | | |
| Week 6 | | | |
| September 22 | In Class Research Lab Graded Brief | Thoroughly read the Graded Brief Problem. Bring your research ideas/questions to class. | |
| September 24 | Fine Tuning Oral Argument & Rebuttal | <i>No reading. Continuing oralists please be prepared to argue. All others will act as judges. Judges, please prepare questions ahead of time.</i> | |
| <i>September 26</i> | IMCC Day Quarter & Semifinals | | |
| <i>September 27</i> | IMCC Day Final Round (all must attend) | | |

WEEKS 7-14 WILL BE POSTED IN COMING WEEKS. PROFESSOR WILL UPDATE SYLLABUS AS NEEDED.

SYLLABUS ATTACHMENT

SIU SIMMONS LAW SCHOOL – Fall 2025

EMERGENCY PROCEDURES: We ask that you become familiar with **Emergency Preparedness @ SIU**. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and through text and email alerts. To register for alerts, visit <http://emergency.siu.edu/>.

DISABILITY POLICY. SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. The Office of Access and Accommodations, formerly Disability Support Services, coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact OAA immediately at 618-453-5738 or disabilityservices.siu.edu. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Please send approved accommodations to your faculty through the DSS online portal.

SALUKI CARES and COUNSELING & PSYCHOLOGICAL SERVICES (CAPS). The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students, and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-2461, or siucares@siu.edu, <https://salukicare.siu.edu/>. Associate Dean Shelia Simon ssimon@siu.edu or (618) 536-8321 is available at the Simmons Law School to help students access university resources. Additionally, counseling services are available through CAPS ([Counseling and Psychological Services \(CAPS\) | Student Health Services | SIU](#)). A counselor is at the law school every Wednesday from noon until 4:30pm in Room 268 for drop-in appointments.

SAFETY AWARENESS FACTS AND EDUCATION Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>

Syllabus Attachment

Fall 2025

MISSION STATEMENT FOR SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

IMPORTANT DATES:

Semester Classes Begin:08/18/2025
Last day to add full-term course (without Dean's signature):08/24/2025
Last day to withdraw from the University with a full refund:08/29/2025
Last day to drop a full-term course for a credit/refund:08/31/2025
Last day to drop a full-term course (W grade, no refund):.....10/26/2025
Final examinations:12/08/2025–12/12/2025

Note: Please verify the above dates with the Registrar calendar and find more detailed information on deadlines at <http://registrar.siu.edu/calendars>. For add/drop dates that apply to shorter-than-full-term courses, please look at the Schedule of Classes search results at <http://registrar.siu.edu/schedclass/index.php>

FALL SEMESTER HOLIDAYS:

Labor Day 09/01/2025
Fall Break 10/10/2025
Veterans Day 11/11/2025
Thanksgiving Break 11/22/2025 - 11/30/2025

DIVERSITY: Southern Illinois University Carbondale's goal is to provide a welcoming campus where all of our students, faculty and staff can study and work in a respectful, positive environment free from racism and intimidation. For more information visit: <http://diversity.siu.edu>. Additional [informational flyer](#).

OFFICE FOR ACCESS AND ACCOMMODATIONS: SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Office for Access and Accommodations coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval please contact OAA immediately at (618) 453-5738 or <https://access.siu.edu>. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty.

MILITARY COMMUNITY: There are complexities of being a member of the military community and also a student, and military and veteran related developments can complicate academic life. If you are a member of the military community and in need of accommodations please visit Veterans Services at <http://veterans.siu.edu/>.

STUDENT MULTICULTURAL RESOURCE CENTER: The Student Multicultural Resource Center serves as a catalyst for inclusion, diversity and innovation. As the Center continues its work, we are here to ensure that you think, grow and succeed. We encourage you to stop by the Center, located in the Student Services Building Room 140, to see the resources available and discover ways you can get involved on the campus. Visit us at <https://smrc.siu.edu/>.

SALUKI CARES: The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIUC will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For information on Saluki Cares: Call (618) 453-2461, email siucares@siu.edu, or <http://salukicare.siu.edu/>.

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PREGNANCY: Title IX makes it clear that students who are pregnant or have a related condition may contact the Title IX Coordinator to request accommodations or to report any allegations of discrimination. The Title IX Coordinator may be contacted at: Nick Wortman, Associate Vice Chancellor for Human Resources, Southern Illinois University Carbondale, 0135 Woody Hall, 900 S. Normal Avenue, Mail Code 6520, Carbondale, IL 62901, (618) 453-6667, equity@siu.edu.

SIU COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): Mental health counseling services are available by calling [CAPS](#) at (618) 453-5371. CAPS offers confidential same-day services and ongoing counseling. For after hours crisis care, students are encouraged to call 988, 911, or present to their nearest emergency room.

WITHDRAWAL POLICY (Undergraduate Only): Students who officially register for a session must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student, or on behalf of the student through the academic unit, and be processed by the Registrar's office. For the proper procedures to follow when dropping courses and when withdrawing from SIUC visit: <https://registrar.siu.edu/students/withdraw.php>.

SIUC'S EARLY WARNING INTERVENTION PROGRAM (EWIP): Students enrolled in courses participating in SIUC's Early Warning Intervention Program might be contacted by University staff during a semester. More information can be found at the University Core Curriculum's Overview webpage: <https://corecurriculum.siu.edu/for-faculty/>.

EMERGENCY PROCEDURES: We ask that you become familiar with Emergency Preparedness at SIU. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness at SIU website, and through text and email alerts. To register for alerts visit: <http://emergency.siu.edu/>.

CATALOGS:

catalog.siu.edu
gradcatalog.siu.edu - Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please refer to the graduate catalog.

CENTER FOR LEARNING AND SUPPORT SERVICES:

Tutoring: <https://clss.siu.edu/>
Math Labs: <http://math.siu.edu/courses/course-help.php>

WRITING CENTER: <http://write.siu.edu/>

PLAGIARISM: See the Student Conduct Code: <http://srr.siu.edu/student-conduct-code/>

INCOMPLETE POLICY (Undergraduate Only): <http://registrar.siu.edu/grades/incomplete.php>

REPEAT POLICY: <http://registrar.siu.edu/students/repeatclasses.php>

MORRIS LIBRARY HOURS: <https://libcal.lib.siu.edu/hours/>

ADVISEMENT: <http://advisement.siu.edu/>

SIU ONLINE: <https://online.siu.edu/>