

SOUTHERN ILLINOIS UNIVERSITY SCHOOL OF LAW
LAW 500B-003 Lawyering Skills: Legal Writing II, Spring 2023

Most Fridays at 10:30 a.m.

Professor Kelly Collinsworth

Kelly.collinsworth@siu.edu; Lesar Law Building Room 211

Office hours: I am generally in my office after class on Tuesday, Thursday, and Friday. I am also happy to see students by appointment at other times. To schedule an appointment, please use my [booking link](#).

Treat this syllabus like a court's scheduling order: You are responsible for knowing and complying with this syllabus, especially assignment deadlines! This syllabus is subject to change as needed and at my discretion. Please make sure you have signed up for notifications on D2L.

Course Objectives:

- Understand how to plan for Academic Success.
- Create and execute an Academic Success plan with a range of productive tactics and accountability checkpoints.
- Identify and hone the student's professional identity.
- Identify admirable lawyers and characteristics of legal careers.
- Identify and explore attributes of a healthy and happy professional life.
- Identify important aspects and advantages of cultural competency and respect for difference for a professional lawyer.
- Understand how to plan to develop professionally.
- Create a Professional Development Plan for use in law school.

Books and materials: We will use materials available to you on the D2L site for this class.

Class Policies:

Honor Code: Both the Law School Honor Code <https://law.siu.edu/common/documents/rules-code/honor-code.pdf> and the Code of Conduct <https://srr.siu.edu/common/documents/student-conduct-code1.pdf> apply and are in effect in this class. **Read both documents carefully and make sure you comply with both at all times. Submitting plagiarized work or any other form of work not your own, regardless of a student's purpose or intent, is potentially subject to serious sanctions as are other academic, honor code, and conduct code offenses.** Do not consult others on the final work product you turn in. If you have any questions regarding the Honor Code, Code of Conduct or either's application, consult me. The following guidance may also be helpful:

1. What you may do: You may discuss writing and charting assignments with other students, which includes discussing issues, research, and analysis. You may consult teaching assistants, librarians, and me for questions about assignments and Interactive Citation Workstation exercises. You may sometimes consult teaching assistants and Taylor Mattis Fellows about other matters, and you may always ask me any questions you may have.
2. What you may not do: You may not turn in work that is not your own. You may not collaborate during the charting or writing process, and you may not read the written work of another student or permit another student to read your written work. The written product must be your own work; you may not copy another student's work and hand it in as your own. You may not discuss or collaborate on Interactive Citation Workstation exercises or copy any other person's work on those exercises. You may not seek assistance on any written assignment from anyone

except me or a teaching assistant, and teaching assistants are neither obligated nor always permitted to provide assistance.

Attendance. All school policies related to attendance and tardiness are in effect. Missing announcements, assignments, or in-class activities due to absence or tardiness may result in a loss of points. Otherwise, attendance is mandatory for all scheduled class meetings and other scheduled course activities.

Credit Hour requirements: Under the ABA Standards for accrediting law schools, a credit hour is, “an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time.”

For a one-half-credit course such as Mastering Legal Education, the Standard means a student must attend at least **twenty-five (25) minutes** of class each week (one classroom hour = fifty (50) minutes). The ABA also requires that students in a half credit course spend **at least one hour** per week on out-of-class work. Note that these are minimum requirements. You may assume you will spend much more than this bare minimum doing assignments for Mastering Legal Education given the nature and importance of the subject.

Assignment deadlines. See the Assignments Chart for assignment due dates. Each of the assignment sheets also lists the items you must post in the D2L assignment dropbox by the deadline to receive full credit. Note that the rules below apply both to Legal Writing and Mastering Legal Education. **Do not turn in written assignments late.** See the chart below for the consequences of turning in assignments after the due date and time as indicated in the Assignments Chart below. The only exceptions to this policy require that you file a Motion for Extension of Time as explained in subsections (b) and (c) below.

POINTS AVAILABLE FOR ASSIGNMENT	POINTS DEDUCTED IF UP TO 24 HOURS LATE	POINTS DEDUCTED IF UP TO 48 HOURS LATE
Up to and including 5 points	50 percent	No credit after 24 hours
More than 5 points	25 percent	50 percent No credit after 48 hours

Motions for Extension of Time. In rare circumstances, I might extend your time to turn in a response to an in-class activity or out-of-class assignment or to attend a class or meeting with or without a penalty but only if you file a Motion for Extension of Time with grounds showing good cause for the exception with a proposed Order, both clearly stating relief requested.

I am most likely to grant your motion if you anticipate a life event that will interfere with your complying with a due date or activity and file the Motion for Extension of Time prior to the assignment due date or in-class activity. Otherwise, assume I will only rarely grant Motions for Extension of Time and probably never if the proposed due date is on or after the next assignment due date unless COVID-19 has interfered with your ability to meet the deadline.

Process for moving for an extension of time. Forms for a Motion for Extension of Time and proposed Order are available on D2L in the Syllabus and Supporting Materials Module. To move for an extension of time, you must file both documents by emailing them to me. **You must state grounds that show**

good cause to extend time and/or for any other relief you request. The forms apply primarily to late submission of written work, but you may modify them to make analogous requests. You have the responsibility of bringing your motion to my attention and including in the proposed order the provisions you wish me to sign. I am not responsible for responding to motions I overlooked, did not receive, or inadvertently lost.

Grades in Mastering Legal Education:

Required Activities. You will receive a grade of either “satisfactory” or “unsatisfactory” in Mastering Legal Education II, a 0.5 credit-hour course, depending in part on your performance with both required and scored activities. “Satisfactory” performance in a required activity evinces a **good, conscientious effort** to perform and/or produce a high-quality work product and improve at both learning, reasoning, and communicating like a lawyer. To receive a grade of “satisfactory” in Mastering Legal Education you must complete several required activities satisfactorily:

1. **Attend class.** You must attend class consistent with the School of Law Rules, specifically Rules III.5(f)-(g) and participate in class once there. Under Rules III.5(f)-(g) and the needs of this course, **you may miss only one (1) Mastering Legal Education class.** See the Class Activities Chart below for the complete calendar. To “participate in class,” you must be prepared for class, have all necessary materials, and contribute to class discussion and activities appropriately or you may be counted absent for purposes of this class attendance requirement. If you do not have a copy of an assignment required for a particular Mastering Legal Education class for use in that class when needed, you may be unprepared for that class.
2. **Attend and participate in Study Group meetings with Taylor Mattis Fellows.** In Mastering Legal Education, you will be a member of a “Study Group” and one of the Taylor Mattis Fellows will lead your group. Your group and your Fellow will meet during four weeks of the term to discuss study strategies, examination preparation, legal reasoning methods, peer-to-peer advising issues, and other matters.

You must attend two “Study Group” meetings with a Taylor Mattis Fellow during the term. The two weeks when your Study Group must meet with your Fellow are as follows:

- Week Six
- Week Ten

Your Taylor Mattis Fellow will be glad to meet with your Study Group at other times and any student individually. If you must miss a Study Group meeting, you must file a motion to extend time to make the meeting and then schedule to make it up with your Taylor Mattis Fellow. Many students will attend individual meetings with Taylor Mattis Fellows distinct from this requirement.

3. **Attend your individual meeting.** I welcome opportunities to meet with you in-person or on Zoom about Mastering Legal Education, improving your learning in other classes, or other matters of interest or concern to you. I am often in the office and available on Zoom. Email me for an appointment or drop by the office.

In addition, you must meet with me during the second or third week of the term, as scheduled. At this meeting, we will discuss your Fall semester performance and goals for Spring semester, in the context of preparing an individualized Academic Success Plan for you.

As part of your Academic Success Plan or otherwise, I may also ask to meet with you or for you to meet with a Taylor Mattis Fellow on other occasions as well. These meetings are required and part of your scored Academic Success Plan progress.

In my role as an Academic Success professor, I will provide you with many opportunities to improve your legal reasoning and learning skills. For example, either your Taylor Mattis Fellow or I will be glad to meet with you, help you select activities for improvement, review practice examination questions, or give you other coaching to help you develop your skills. You should feel free to ask for help with improvement even if I do not. Please take advantage of all opportunities I or anyone else at SIU can provide to help you maximize your law school success!

Scored Activities. You will receive a grade of either “satisfactory” or “unsatisfactory” in Mastering Legal Education, a 0.5 credit-hour course, depending in part on your performance with both required and scored activities. **“Satisfactory” performance in a required activity evinces a good, conscientious effort to perform and/or produce a high-quality work product and improve at both learning and reasoning like a lawyer.** Along with completing required activities above, to receive a grade of “satisfactory” in Mastering Legal Education you must also earn ninety-five (90) of one hundred (100) points for the class:

1. Written assignments. **You must complete satisfactorily and timely submit assignments in the “Assignments Chart” below.** These will include developing Academic Success and Professional Development plans, making reports on progress with those plans, journaling and discussion activities, and a final project. You may expect to earn all the points for these assignments if when you turn them in, they are timely, consistent with all instructions and protocols for the course, and of satisfactory quality as defined above.

Among the written assignments include several related to the Academic Success Plan we will develop together. This plan will set goals for academic improvement and identify tangible steps toward those goals and help you find available supports from Academic Success professors, Taylor Mattis Fellows, and other school resources. You will report and reflect on your progress three times during the term.

Toward the end of the first half of the semester, you will prepare your Professional Development Plan with advice and ideas from professors, colleagues, Taylor Mattis Fellows, and others. You will then use it when meeting your Faculty Mentor, choosing second-year classes, and identifying productive co-curricular, extra-curricular, and employment opportunities.

2. Professional Identity Movie Series reports. This course requires that you attend and report on two movies about high-impact and hero lawyers. One, “To Kill a Mockingbird” is preparation for Week Four’s class; you will have opportunities to see it at school or on your own. You will find information about the others on D2L. You are welcome to attend all the movies, and I look forward to seeing you there!
3. Participation and professionalism. Professionalism, including professional participation in class and completion of activities to support your learning where performance dictates, is worth twenty (20) points of your final grade for the fall semester. Professionalism’s roots are the lawyer’s understanding that this profession holds itself to the highest ethical and professional standards. For this grade category, “professionalism” is “student professionalism,” defined as follows:

Conduct whereby lawyers, in the ethical service of others, take personal responsibility to: (1) ensure they are competent in their understanding of the law; (2) pay close attention to detail in

their work product and use of language; (3) simultaneously handle multiple tasks when necessary in a timely manner so as to meet obligations; (4) dress and groom in a manner consistent with their workplace culture; (5) treat others with respect, even in disagreement; (6) put the interests of clients before their own; and (7) protect the rule of law.

To maximize this portion of your final grade, do the following: actively read and prepare for each class session; arrive to every class on time and ready to participate; participate regularly in class activities and discussion; be respectful and courteous to everyone in the classroom; do not talk, text, or use cell phones or other electronic devices during lecture except as such use may be directly related to the class; make every effort to improve your skills as the semester progresses, including completing supplementary activities for the purpose; and thoughtfully engage in discussion if called upon in the class.

Because I assume all law students arrive at law school with a sense of professionalism, all students will begin each semester with the full portion of their grade devoted to professionalism. Deductions may result and I will then deduct points accordingly, solely and entirely in my discretion, for each instance of unprofessional conduct.

4. Career Service meeting: Your responsibility is to schedule and attend a counseling session with Casey Parker, the Director of Career Services (room 212A) after you turn in your Professional Development Plan, which you should take to the meeting. She may reach out to you about this requirement, but you should initiate contact regardless. You have until the end of the term to complete this requirement, and you will receive five (5) points for this activity when I receive a message at the end of the term from Director Parker that you fulfilled this requirement.
5. Other. I retain the discretion to add or deduct points/credit related to professionalism, participation, preparedness, attendance, quizzes, extra credit and activities not otherwise indicated on this syllabus.

ASSIGNMENTS CHART		
ASSIGNMENT	DUE	PTS
Study Schedule for Spring 2023	Sunday, January 22 by 11:59 p.m.	5
Draft Academic Success Plan	Sunday, January 22 by 11:59 p.m.	5
Journal Entry 1 - Imagining Your Future	Wednesday, January 25 by 11:59 p.m.	5
Final <i>Signed</i> Academic Success Plan	Sunday, January 29 by 11:59 p.m.	5
Discussion post – Questions for the Panel	Wednesday, February 1 by 11:59 p.m.	5
Role Model Lawyer/To Kill a Mockingbird reflection	Wednesday, February 9 by 11:59 p.m.	5
Journal entry 2 – Cultural Impact	Wednesday, February 15 by 11:59 p.m.	5
Academic Success Plan Report 1	Sunday, February 26 by 11:59 p.m.	5
Second movie reflection	Complete <u>one</u> of the following reflections: Argentina 1985 due 1.26 The Attorney due 2.2 Denial due 2.16	5
Professional Development Plan	Wednesday, March 1 by 11:59 p.m.	10
Wellness Activity	Wednesday, March 23 by 11:59 p.m.	5
Academic Success Plan Report 2	Sunday, March 26 by 11:59 p.m.	5
Final Project on Professional Identity	TBA	5

Academic Success Plan Report 3	Sunday, April 23 by 11:59 p.m.	5
Meeting with Career Services	Before end of term	5
Academic Success Plan Completion		10
Participation and Professionalism		10
TOTAL		100

CLASS ACTIVITIES CHART

DUE – FRIDAY, January 20 by the time class begins:

- ✓ **Sign up for your first individual meeting with me.**

Week 1 Fri., Jan. 20	<p>MASTERING LEGAL EDUCATION II and YOUR ACADEMIC SUCCESS PLAN</p> <p><u>Supplemental Materials:</u></p> <ul style="list-style-type: none"> ✓ Academic Success Plan Assignment Sheet and Worksheet ✓ Study Schedule Assignment and Worksheet <p><i>Please come to class prepared</i> to discuss the following:</p> <ul style="list-style-type: none"> ✓ What you learned in Fall 2022 about how to study to produce desirable learning results or how you might change the ways you study to improve results for the future. ✓ What your study schedule should contain on a weekly basis and throughout the term. ✓ What your goals are for maximizing your academic performance in Spring 2023. ✓ What practical steps you or others can take to maximize academic performance.
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DUE – SUNDAY, January 22 by 11:59 p.m.:

- ✓ **Draft Academic Success Plan**
 ✓ **Study Schedule**

DUE – WEDNESDAY, January 25 by 11:59 p.m.:

- ✓ **Journal Entry 1 – Imagining your Future**

If you choose to complete your reflection on Argentina 1985: due January 26 at 11:59 p.m.

***Attend your first individual meeting as scheduled this week.**

Week 2 Fri., Jan. 27	<p style="text-align: center;">WHAT KIND OF LAWYER DO YOU WANT TO BE?</p> <p><u>Readings and class preparation activities:</u></p> <ul style="list-style-type: none"> ✓ Review ABA Model Rules of Professional Conduct Preamble paragraph 6 https://www.americanbar.org/groups/professional_responsibility/publications/model_rules_of_professional_conduct/model_rules_of_professional_conduct_preamble_scope/ ✓ Review your class of 2025 Declaration of Professional Commitment: Oath ✓ Look at the Justice index? How does your state rank? https://ncaj.org/state-rankings/justice-index ✓ Take the character strength assessment https://www.viacharacter.org/character-strengths-via <p><i>Please come to class prepared</i> to discuss the following:</p> <ul style="list-style-type: none"> ✓ What does it mean to you to be a lawyer?
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	<ul style="list-style-type: none"> ✓ What is our duty to help others? To help society? ✓ How should your Declaration of Professional Commitment impact your plan for development as a lawyer? ✓ What competencies should a lawyer develop to best meet the ideals of the ABA Preamble paragraph 6? Your Declaration of Professional Commitment? ✓ How can you develop the competencies that clients and legal employers need from lawyers in the changing legal market?
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DUE – SUNDAY, January 29 by 11:59 p.m.:
 ✓ **Final Academic Success Plan**

DUE – WEDNESDAY, February 1 by 11:59 p.m.:
 ✓ **Discussion post: Questions for the Panel of Attorneys**

If you choose to complete your reflection on *The Attorney*: due on February 2 by 11:59 p.m.

Week 3 Fri., Feb. 3	REAL LAWYERS and REAL ANSWERS
	<p>A panel of local lawyers will visit our class on this day. To accommodate other sections, we may meet in a different room or at a different time.</p> <p><u>Readings:</u></p> <ul style="list-style-type: none"> ✓ How TV Portrayals Affect the Legal Profession. ✓ Happiness and the Law <p><u>Please come to class prepared</u> to discuss the following:</p> <ul style="list-style-type: none"> ✓ The realities of the legal profession ✓ How our professional identity develops over time. ✓ How to integrate your work into your overall life plan.

DUE – Wednesday, February 9 by 11:59 p.m.
Role Model Lawyer/*To Kill a Mockingbird* Reflection

Week 4 Fri., Feb. 10	HEROIC LAWYERS? A STUDY OF ATTICUS FINCH
	<p><u>Readings and Class Preparation Activities:</u></p> <ul style="list-style-type: none"> ✓ Watch the movie <i>To Kill a Mockingbird</i> (we will offer multiple public showings of the movie prior to class but you may also watch it on your own) ✓ <i>The Half Virtuous Integrity of Atticus Finch</i> ✓ <i>Atticus Finch - The End of Honor: A Discussion of To Kill a Mockingbird</i> <p><u>Please come to class prepared</u> to discuss the following:</p> <ul style="list-style-type: none"> ✓ What is it about the Atticus Finch character that makes so many lawyers view him as their hero? ✓ What characteristics of compassionate lawyering did Atticus portray? ✓ How did Atticus integrate his professional identity with his overall life?

✓ After watching the movie, and reading the articles, how do you feel about Atticus Finch as an attorney?

DUE – WEDNESDAY, February 15 by 11:59 p.m.:
 ✓ **Journal Entry 2 – Cultural Impact**

If you choose to complete your reflection on Denial: due February 16 at 11:59 p.m.

Week 5 Fri., Feb. 17	<p style="text-align: center;">EFFECTIVE COMMUNICATION AND PROFESSIONAL RELATIONSHIPS</p> <p><u>Readings and Class Preparation Activities:</u></p> <ul style="list-style-type: none"> ✓ Take the implicit associations test https://implicit.harvard.edu/implicit/takeatest.html ✓ Watch this video: https://www.ted.com/talks/taiye_selasi_don_t_ask_where_i_m_from_ask_where_i_m_a_local?language=en ✓ Read about the Five Habits of Cross-Cultural Lawyering https://fivehabitsandmore.law.yale.edu/jean-and-sues-materials/habits/ ✓ Excerpts from chapter 6 of <i>Learning for Practice: A Text for Experiential Legal Education</i> ✓ <i>Cultural Competency: A Necessary Skill for the 21st Century Attorney</i> <p><u>Please come to class prepared</u> to discuss the following:</p> <ul style="list-style-type: none"> ✓ How we all have our own preferences and blinders that hamper our effective working relationship with others. ✓ How we each carry bias despite our best intentions to be egalitarian. ✓ How we can improve our cultural effectiveness with conscious effort.
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Week of Feb. 20
First Study Group Meeting
 Conversation topics and activities will include wellness and professional well-being.

Week 6 Fri., Feb. 24	<p style="text-align: center;">PREPARING YOUR PROFESSIONAL DEVELOPMENT PLAN</p> <p>*February 24 will be our last class meeting; you still have TMF group meetings and individual meetings with me as individually scheduled.</p> <p><u>Readings and Class Preparation Activities:</u></p> <ul style="list-style-type: none"> ✓ Review professional development plan template prior to class. <p><u>Please come to class prepared</u> to discuss the following:</p> <ul style="list-style-type: none"> ✓ Appropriate contents for a professional development plan.
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DUE – SUNDAY, February 26 by 11:59 p.m.:
Academic Success Plan Report 1

DUE – WEDNESDAY, March 1 by 11:59 p.m.:
Professional Development Plan

DUE – WEDNESDAY, MARCH 22 BY 11:59 P.M.:

Wellness Assignment

Week 10

Week of March 20-24: Second Study Group Meeting

**DUE – SUNDAY, March 26 by 11:59 p.m.:
Academic Success Plan Report 2**

**DUE – SUNDAY, April 23 by 11:59 p.m.:
Academic Success Plan Report 3**

SYLLABUS ATTACHMENT

SIU SCHOOL OF LAW – SPRING 2023

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. 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.

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, 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/>. Assistant Dean Judi Ray is available at the School of Law to help students access university resources. Please email her at judiray@siu.edu, or call 618- 453-3135.

COVID-19. SIUC's policy on face masks and social distancing is consistent with the guidance from the Centers for Disease Control and Prevention and the Illinois Department of Public Health. For up-to-date information, students, faculty, and staff should visit SIUC's COVID website (<https://siu.edu/coronavirus>), which includes the Saluki Safety Plan. People can also send email to pandemicinfor@siu.edu.

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

Spring 2023

MISSION STATEMENT FOR SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

SIUC 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:01/17/2023

Last day to add full-term course (without Dean's signature):01/22/2023

Last day to withdraw from the University with a full refund:01/27/2023

Last day to drop a full-term course for a credit/refund:01/29/2023

Last day to drop a full-term course (W grade, no refund):04/02/2023

Final examinations:05/08–05/12/2023

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>

SPRING SEMESTER HOLIDAYS

Martin Luther King, Jr.'s Birthday 01/16/2023

Spring Break 03/11-03/19/2023

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](#).

DISABILITY SUPPORT SERVICES

SIUC 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 <https://disabilityservices.siu.edu>. You may request accommodations at any time, but timely requests help to insure 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/>.

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MPOX

SIUC is monitoring the developments with Mpox. Mpox can affect anyone regardless of gender identity or sexual orientation, and we ask that our campus community remember our commitment to diversity, equity and inclusion. Students who suspect they may have monkeypox may visit [Student Health Services](#) for evaluation. Additional information can be found on the [CDC website](#).

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: <http://registrar.siu.edu/students/withdrawal.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: <http://corecurriculum.siu.edu/program-overview/>.

EMERGENCY PROCEDURES

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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: <http://tutoring.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: <http://libguides.lib.siu.edu/hours>

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

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

Need additional help with an issue? Visit SALUKI SOLUTION FINDER at <http://solutionfinder.siu.edu/>