LeBow Syllabus Statements (last reviewed for Fall Quarter 2026-27)

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Plagiarism, Academic Integrity, and Artificial Intelligence

Recent advances in generative artificial intelligence (aka GenAi) – such as ChatGPT, Copilot, etc. – make it possible to generate text, images, code, and other content. This technology offers many opportunities for innovative teaching and learning, but it should also be used responsibly.

To use Ai responsibly, students should:

- **Review Instructions** – Students should first review the syllabus, any assignment instructions, and/or ask the instructor to determine if the use of Ai is permitted. Before beginning any assignment or paper, students should understand any rules the instructor has on using Ai and which platforms are allowed. This includes the often-useful process of having Ai, Grammarly®, or other service proofread the student's writing or offer editing suggestions for paper length, grammar, or clarity. Be sure your instructor permits such usage before using Ai in this manner.
- **Cite sources** – Students should cite any sources of material generated by Ai that informed the student's work – even if those sources were responding to a student-written prompt (citations help available at link1 and link2). Editing such content after the fact does not mean it is solely the student's work and should still be cited as

paraphrased text. Failure to cite such sources can be considered plagiarism and reported in accordance with Drexel's Academic Integrity policy.

- **Verify output** – Students should verify any output from Ai and check for accuracy by comparing with reputable sources, when appropriate. Note that Ai systems are not perfect, and the responses and content they generate are sometimes incorrect or potentially biased. Students are responsible for any content they submit on an assignment.

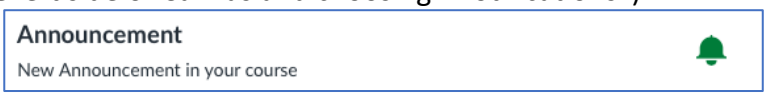
The use of Ai technology to answer questions – either as an assignment or on a quiz/exam – is considered a violation of academic integrity, **unless explicitly permitted by the instructor**. This includes, but is not limited to, solving math problems, writing software code, generating discussion posts, answering objective questions, and answering open-ended questions.

Drexel University's Ai guidance can be found at:
https://drexel.edu/provost/ai/pedagogy-guidance/students

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Important Reminder about Canvas Learning Management System (LMS) Notifications
Canvas has been adopted as Drexel's next LMS. While students can change the email notification frequency for course **Announcements** and **New Inbox messages**, it is very strongly recommended that those notification settings be kept at the default value of "Notify Immediately" (signified by a solid green bell icon). Changing that frequency will delay messages that might be timely or urgent. Shown below is a sample of the proper setting (which can be found by clicking "Account" on the left side of Canvas and choosing "Notifications").

Sample of proper Canvas setting:



	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Personal Assistive (Wearable) Technologies
Advances in technology have resulted in wearable devices such as Meta Glasses and other similar brands or hardware. Such technologies are not permitted for use during class activities and exams or for use in recording class lectures (unless prior permission is given by the instructor). Wearing such technology during an exam will be considered a violation of Drexel's Academic Integrity Policy *regardless* of whether it can be determined that the technology was in active use at the time. Students who need prescription lenses should plan to bring a non-technology pair of glasses to class instead. If a wearable technology is part of a disability accommodation, it must be specifically listed on the student's Accommodation Verification Letter (AVL).

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Learning Management System (LMS) Reminder about User Login Credentials

Members of the Drexel community are prohibited from giving out their login credentials to others (including systems and platforms which might log in as them for various reasons). Giving out one's password or intentionally authenticating someone or something using your MFA is a violation of Drexel's Acceptable Use Policy which could result in termination or expulsion.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Learning Management System (LMS) Calendar Tool Accuracy

Drexel's LMS platforms includes a built-in Calendar tool that is intended to show students upcoming due dates across all of their courses. However, there has been consistency issues with the reliability and accuracy of the built-in LMS calendar tools. Students should **not** trust it as the ***sole source*** of due dates for courses. Students should always refer to the course syllabus and other instructor announcements about due dates. Relying on the LMS Calendar is not a valid reason for missing assignment or quiz/exam deadlines.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Using Browser Plug-ins to Affect the Look and Feel of the Learning Management System

Drexel currently uses both Blackboard and Canvas as its Learning Management Systems (LMS). There are web browser plug-ins that exist which will change the look and feel of these LMS platforms. An example might be to apply a decorative overlay to a course. Students need to be aware that such plug-ins are not approved for use by Drexel students or instructors. There have been reports of students having missed course information and/or assignments because the plug-in reduced the contrast of text information or LMS content. Both Blackboard and Canvas have high-contrast viewing options for students who need them.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Time Zones and Assignment Due Dates

Drexel's Learning Management System (LMS) servers are located in the Eastern Time Zone. All due dates and times are displayed in Eastern Time. Students are responsible for adjusting any deadlines to their own time zone. If a student is significantly shifted from the Eastern Time Zone and an *exam* is scheduled to take place during their night hours, that student should contact the instructor well in advance of the exam to ask about alternative arrangements.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Email Correspondence

Students should check their Drexel email at least three (3) times per week for any important course-related information. **Students should only send instructor questions from their Drexel email** account and not from an external account like Gmail, etc. For security purposes, Drexel professors are instructed not to reply to student emails sent from non-Drexel email addresses, and instructors will only use their own official Drexel email accounts to communicate with students.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Appropriate Use of Course Materials

It is important to recognize that some or all of the course materials provided to you may be the intellectual property of Drexel University, the course instructor, or others. Use of this intellectual property is governed by Drexel University policies, including the IT-1 policy found at: https://drexel.edu/it/about/policies/policies/01-Acceptable-Use/

Briefly, this policy states that **all course materials including recordings** provided by the course instructor may not be copied, reproduced, distributed, or re-posted. Doing so may be considered a breach of this policy and will be investigated and addressed as possible academic dishonesty, among other potential violations. Improper use of such materials may also constitute a violation of the University's Code of Conduct found at: https://drexel.edu/compliance-privacy-audit/compliance/policies/cps-1/ and will be investigated as such.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Getting Technical Support

Students who need technical support can use the following contacts. *When emailing about urgent matters, include your phone number for tech representatives to call back if needed.*

- **Drexel Accounts**
  I can't log in, multi-factor authentication, Office365, etc.
  Contact: consult@drexel.edu
- **Zoom Support**
  Logging in, using Zoom, accessing class session, technical issues, etc.

Options: 1) Help option within the Zoom app (for general Zoom support)
2) LeBow Tech: lcbtech@drexel.edu (answered during business hours)
3) Drexel 24/7 support: 215-895-1224 (high urgency or after business hours)

- **Learning Management Support (Blackboard & Canvas)**
  Course materials, videos, assignments, tests, Lockdown Browser, PollEverywhere, etc.
  Contact: 1) LeBow Instructional Tech: lebowintech@drexel.edu
  2) Drexel 24/7 support: 215-895-1224
- **Business Software/vApps** (SAS, JMP, MATLAB, Minitab, Stata, etc.)
  Contact: LeBow Tech: lcbtech@drexel.edu

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Assignment Feedback and Grades
Using the instructor's preferred method of communication for student questions (email, phone, etc. as indicated in the syllabus) may shorten instructor response times. In general, faculty check their email at least once per weekday and once on the weekend, but given the current emergency, these frequencies may vary. Grades and feedback for assignments and tests will normally be posted to the Learning Management System within two weeks of the due date, but check with your instructor on the timing of this grade information specific to each course.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

Online Synchronous (i.e. Remote Synchronous) Class Video Participation
In-person students earn class participation credit by arriving on time and joining in discussions and activities. The equivalent in a remote/online synchronous class is to join Zoom on time and be attentive and engaged. Having your camera turned on contributes to this class community and engagement. Students are encouraged to turn their cameras on as much as possible. Students who are concerned about showing their living space are welcome to use the *blur background* feature in Zoom or another, non-offensive *virtual background*. Students without a working laptop camera should purchase an external webcam. In cases of hardship, students can contact **LeBow Instructional Tech** (lebowintech@drexel.edu) to ask about the availability of loaner cameras.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	-	✓	✓	-

Class Session Recordings
During the activation of a Drexel emergency response plan, courses which were to take place in a classroom may be required to take place remotely using Zoom and through supplemental uses of the Learning Management System (LMS). Any synchronous class sessions will take place during the originally scheduled class time. Sessions will be recorded and can be made available to students who, due to substantial time zone shift or illness, are not able to attend the live event. **Students should contact their instructor as soon as possible if they anticipate this need**. Faculty office hours will also take place via Zoom, Microsoft Teams, etc. Meeting links will be placed in the LMS for easy student access.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	-	✓	✓	-

Academic Honesty in Online Asynchronous & Online Synchronous (i.e., Remote) Courses
Students should understand that online learning does not affect Drexel's policies for academic honesty. Course work must be completed using only the materials, resources, and collaboration options that are permitted. Collaborating on *individual student* assignments and tests is strictly prohibited (vs. group projects where collaboration is expected). Academic integrity incidents will follow the normal processes and will be taken just as seriously in remote synchronous courses as they would in person. Students who know of academic dishonesty incidents should inform faculty or college administration in a timely manner, or else they may be subject to similar disciplinary actions.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	-	✓	✓	✓

HyFlex Course Delivery
HyFlex courses are delivered in a mixed mode, with some students attending in person while others attend remotely via Zoom. To best facilitate the start of class, please arrive/join on time or a few minutes early.
If attending remotely, complete any audio/video tests prior to class, and be sure you are logged into Zoom with your official Drexel account. Also, please have your video camera on as much as possible. These student video feeds will be shown to the instructor and the in-person class to foster a sense of community. If the course uses an RCF (Remote Course Facilitator) to help with remote participation, be aware of who that person is and contact them as needed.
If attending in person, be mindful of remote students by asking your questions loudly enough to be heard in the Zoom meeting. Be patient when remote students ask their questions, which may require some time for audio adjustments.

	Face-to-face	HyFlex	Online Synchronous	Online Asynchronous
Applies to:	-	✓	-	-

Computer-Based Exam Policy for ALL Courses

When student computers are used for exams in this course (e.g., exams given online in Blackboard LEARN or other system) the exams will require students to use one or both of the following technologies to help ensure that no student has an unfair advantage:

- Students will use a special web browser (i.e., *Respondus Lockdown Browser*) that prevents access to other websites, other course materials in the LMS, local files, and other software during the exam. **Lockdown Browser is available for Windows and Mac computers only.** Chromebooks and iPads cannot be used for Lockdown Browser exams. *Students who do not have access to a Windows or Mac computer for taking exams should inform their instructor in advance that they will need a paper exam instead.*
- Students who are not proctored by their instructor (e.g., in asynchronous courses) will be required to allow Lockdown Browser to record their test-taking session using their webcam. This video can be reviewed by the instructor to ensure integrity of the test. Only exams with complete accompanying video will receive grades, and penalties may be applied in cases where the student used materials that were not permitted.

Regardless of the course modality (in-person, online synchronous, hybrid, or online asynchronous), students are expected to comply with any restrictions of what is or isn't permitted during the exam (e.g., any allowed use of the textbook or personal notes, not getting help from others, not using internet or Ai resources, etc.). For more information, refer to http://lebow.me/exams

	In-person	Hybrid/HyFlex	Online Synchronous	Online Asynchronous
Applies to:	✓	✓	✓	✓

***** End of Document *****