

TITLE: Course Syllabi

AUTHOR: Provost and Vice President for Academic Affairs

APPROVAL DATE: May 5, 2017

EFFECTIVE DATE: May 5, 2017

PURPOSE: To establish guidelines for the development of syllabi for all courses.

REVIEWER AND REVIEW DATE: Provost and Vice President for Academic Affairs
Fall 2021 and 5 years thereafter

OPERATING DETAILS:

1. At the beginning of each term, instructors are required to provide in either electronic or print format to each student in their classes a syllabus for the course for the entire term, with copies of each syllabus to be placed on file in the appropriate office no later than the end of the first week of each term.
2. Textbooks and other material that will be required must be clearly identified in the syllabus.
3. The syllabus should include the goals of the course, student learning objectives, an indication of topics to be covered, the order in which they are to be covered, assigned readings for each topic, and suggested test dates with a clear indication of topics to be covered on each test. Any term paper(s) or other projects and their due dates should also be identified on the syllabus.
4. The attendance policy should be explained in the syllabus. It should also include any penalties to be assessed for lack of attendance.
5. The methods of evaluation and grading policy, including the grading scale, should be clearly explained in the syllabus and procedures for make-up assignments tests, if any, identified.
6. The syllabus must also provide appropriate statements regarding compliance with university policies, including Academic Integrity, Title IX, the Americans with Disabilities Act, and others as required. For courses delivered online or by other distance learning methods, the syllabus must

specify the Student Authentication Procedures. The syllabus should also reference the location of these university policies.

7. The syllabus should refer students to the location of the Academic Calendar for important dates affecting their registration and financial aid.