

The Class Syllabus

(Senate: 2/18/97, 7/17/01, 5/26/09, 11/19/19; President: 4/22/97; 10/15/01, 6/16/09, 1/13/20; Editorial Amendment: 8/01)

The syllabus is a statement of intended course goals and expectations that serves as a reference for students to successfully navigate the course.

A syllabus must be made available in an accessible electronic format, and optionally a hard copy version, and shared no later than the first day of class. An accessible electronic copy of the syllabus shall be available for review in the department/division/school office.

The following items must be included in the syllabus and cannot change once the syllabus has been distributed:

1. General course description including course prerequisites, if any.
2. The mode of instruction for the course, as defined by the Faculty Handbook (e.g., hybrid, fully online, face to face).
3. Student learning outcomes for the course.
4. For all general education courses, the area of the general education program that the course fulfills.
5. Required course materials, including minimum course technology requirements and their support resources.
6. Basis for evaluation in the course (including written work, examinations or quizzes, term papers, portfolios, projects, laboratory or fieldwork assignments, attendance, and other items as appropriate), a clearly articulated course grading scale (e.g., greater than 90% equals an A or similar descriptive criteria), and relation of evaluated work to final course grade.
7. Course policy on class attendance that includes a reference to the "Missed Class Time and Makeup Policy".
8. Date and time of final examination.
9. The following ADA statement verbatim: "Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation."
10. An academic honesty statement that includes a reference to the Academic Honesty policy.

The following items must be included in every syllabus but can be revised during the term as appropriate:

11. Contact information for the instructor: campus office hours and location, campus e-mail address, and optionally campus telephone extension.

12. Topical outline of the course.
13. Course guidelines and procedures which may include instructor expectations for in-class and online discussions, course communication preferences, and the like.