Syllabus Content

Syllabi are necessary for aiding both the students’ understanding and achievement of the department’s goals. During the first week of classes an instructor is to distribute to the class members printed information about the course. Course information shall include at least the following items:

1. The instructor’s grading policy.
2. Required texts and other materials.
3. The availability of the instructor outside of class, including office hours and office telephone number.
4. A specific reference to the University Catalog’s statements on Academic Integrity and Plagiarism, as well as an explanation of the expectations of the course as they relate to academic integrity.
5. Prerequisites for the course.
6. Student learning outcomes for the course.
7. Course requirements, including readings and assignments, exams and other types of assessments of student learning.
8. Attendance requirements.
9. Policy on due dates and make-up work.
10. Schedule of examinations.
11. A statement on the policy for accommodating students with disabilities, including a reference to Disabled Student Services (DSS).

The instructor shall submit a printed and electronic copy each term of the course information and/or syllabus to the department office. The printed copy shall be maintained on file for a period of at least six (6) years and/or since the last full program review. It is understood that circumstances may require a change in the course information and/or syllabus distributed during the first week of a class and that this policy does not preclude such changes, nor is it meant to abridge any principle of academic freedom.