

POLICY #6.36

SUBJECT: Course Syllabus

I. PURPOSE

The purpose of this Policy is to provide uniform guidelines to faculty in the development of course syllabi and to assist faculty with identifying the resources and relevant policies supporting course syllabi and curriculum development.

II. REFERENCES

- A. Southern Utah University [Policy 6.28 Faculty Professional Responsibility](#)
 - B. Southern Utah University [Policy 6.33 Academic Integrity](#)
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III. DEFINITIONS

N/A

IV. POLICY

- A. Scope
 - 1. The course syllabus is an important tool that allows a faculty member to communicate expectations to students and to acquaint them with the course content, and to outline the expected student learning outcomes. This policy has been developed to assist faculty in creating syllabi that facilitate students' ability to find relevant information in courses they may be taking from various departments and programs at SUU. The template includes basic course requirements and mandated text pertaining to academic integrity, ADA accommodations, emergency management procedures, and a copyright compliance statement.

The course syllabus needs to include clearly articulated learning outcomes. It also should clearly explain to a student how their work will be assessed by showing the connection of the assignments to the learning outcomes as well as the rationale for the grading used in the

class.

Lastly, the syllabus plays a part in helping departments and programs assess which of the SUU Essential Learning outcomes and/or the General Education learning outcomes are being addressed in the courses being offered.

Note: For those faculty using a Learning Management System for their class(es) (e.g. Canvas, Moodle, etc.), a copy of the course syllabus with the content stipulated in Section IV.B. should be posted for students to access.

B. Process and Syllabus Content

1. At the beginning of a course, all instructors, including adjunct and temporary faculty, teaching face-to-face or online will provide either an electronic or hard copy of the syllabus to students. A copy of the syllabus for each course is also submitted to the Department Chair/Program Director by the second week of classes. Chairs/Directors, or the Department Curriculum Committees are expected to review syllabi to ensure compliance with this policy and give feedback to faculty about their syllabi as needed. Each course syllabus will be kept on file for one (1) year in the Department Office. It is recommended practice that course syllabi be posted on a faculty member's website and/or to the department or college's webpages.
2. Faculty members must include the minimum information below for each course. However, they may adapt course syllabi to specific needs of each course and to their own style.
 - a. Course information: title, catalog number, description, pre-requisites, if any;
 - b. Meeting time and location: days of the week, time of day, and where the course meets;
 - c. Instructor information: instructor's name, office (room) number, office hours, and telephone number, and e-mail address;
 - d. Required and recommended texts;
 - e. References (library reserve and supplemental information);
 - f. Overall expected student learning outcomes including SUU's Essential Learning Outcomes and/or the GE Learning Outcomes, as applicable, (e.g., what faculty

expects a student to know, understand, and be able to do upon completion of the course)

- g. Assessment/Evaluation/Grading: Make it clear how a student's achievement of the learning outcomes will be assessed/evaluated, and how grades will be determined (e.g., exams, papers, projects, and/or presentations);
- h. Instructor's policies on late assignments and/or makeup work;
- i. Attendance policy: description of attendance policy (Sample text: Regular attendance is required at all class meetings.);
- j. Required extra- or co-curricular activities, if applicable;
- k. Statement of safety or risk assumption in courses requiring laboratories, physical activity, travel or field trips, if applicable;
- l. Statement of course fees;
- m. Academic integrity policy: (Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood SUU Policy [6.33](#) and the current issue of the student handbook regarding student responsibilities and rights.);
- n. ADA statement: description of disability accommodation. (Required text: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.);
- o. Emergency Management statement: In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the mySUU portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom.

For detailed information visit the University's [emergency management plan](#) page;

- p. HEOA Compliance statement: The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law, is prohibited by law. For detailed information please visit our [HEOA Compliance](#) page;
 - q. The final disclaimer statement on each syllabus: (Required text: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.).
3. Optional additional items:
- a. Course organization and scope.
 - b. Schedule of reading assignments and homework due dates.
 - c. Instructor's policies on objectionable materials: notification procedures of course content that may be deemed objectionable by some students.
 - d. Description of additional information unique to the class or instructor.
 - e. Grading/assessment rubrics.

V. RELEVANT FORMS/LINKS

- [Statements Required in Course Syllabi](#)
- [SUU General Catalog General Education Learning Outcomes](#)
- [SUU Syllabi Searchable Database](#)

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the [Provost/Vice President for Academic Affairs](#). For questions about syllabi or Essential Learning Outcomes, contact the [Office of the Provost](#). For questions about General Education Learning Outcomes, contact the [General Education Committee](#).

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: March 22, 2002

Amended: June 11, 2010; August 26, 2010; February 1, 2013

FORMER POLICY
DO NOT USE