Eastern Kentucky University
Policy and Regulation Library

Course Syllabi

Policy Statement

Each course and each section of each course must have a complete syllabus. Faculty members will distribute a complete syllabus either in paper format or online to students and their department chair typically on the first day of class but no later than 8 a.m. of the last day of the Add/Drop period. If requested by students, a faculty member must provide a syllabus in an alternate format (e.g., a paper copy, an email attachment, etc.)

This policy ensures that course syllabi across the University consistently contain the required elements.

Entities Affected

- Colleges
- Departments
- Faculty
- Students

Requirements for a Syllabus

A complete syllabus should contain the following elements:

1. Department, prefix, number, title, credit hours, and course reference number

2. Catalog course description, including prerequisites

3. Text(s) with dates, supplemental text(s), other required readings and references

4. Student learning outcomes. Student learning outcomes express in the following manner what successful students learn in the course:

a. Outcomes should use action verbs that express what students will learn and demonstrate in the course.

b. Upper division and graduate courses should expect students to acquire more sophisticated skills in critical and creative thinking than lower division courses. For courses taught concurrently at the 500/700 levels, outcomes should clearly distinguish what is expected of students enrolled at the 500 level from what is expected of students enrolled at the 700 level. See Note 1 in the Appendix.

c. Outcomes should be measurable. Faculty members should be able to evaluate student mastery of the learning outcome.

d. Multi-section courses must have a common core of student learning outcomes that are addressed in all sections. Individual faculty members may add outcomes to the common core.

e. Approved general education courses must list the General Education Goals addressed in the course in addition to the common core of student learning outcomes. See www.gened.eku.edu/faculty/syllabus/.

5. Evaluation method(s) and relative weight of each course requirement

6. Student Progress. The syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.

7. Attendance policy. Faculty members will outline a specific course attendance policy consistent with their departmental attendance policy, if one exists. Do not refer students to the University attendance policy. The policy would normally describe how absences and tardiness will be recorded, how excused and unexcused absences will be handled, and how missed exams and late or missed assignments will be handled.

8. Notification of the last day to drop the course. For courses that start and stop on standard dates, the faculty member may either list the drop date or direct the student to the Colonel's Compass for the date. For courses that start or stop on nonstandard dates, the faculty member should list the drop date.

9. Disability Statement. All faculty must include the following link to the current standardized statement: http://www.academicaffairs.eku.edu/syllabi/.

10. Academic Integrity Policy. All faculty must include the following link to the current standardized statement: http://www.academicaffairs.eku.edu/syllabi/.

11. Course requirements: required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. For courses taught concurrently at the 500/700 levels, the course requirements should clearly distinguish requirements at the 500 level from those at the 700 level. For specific guidance go to http://www.gradschool.eku.edu/gradfaculty/docs/crs_guide_500_700.pdf. An approximate time schedule for these requirements must be included. (Faculty members may combine 11 and 12)

12. Course outline: an outline indicating subject matter, and an approximate time schedule.

13. Other. Faculty members may add other information.

Definitions

- **Syllabus:** An outline for a course that describes the course content, provides a general framework for covering the course material, and identifies requirements for successful completion of the course.

Responsibilities

- Course Instructor
    - o The Committee is responsible for determining the facts, and, if the student is found to have violated the AI Policy, the Committee must determine the appropriate sanction.

- Department
    - o If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an "incomplete" for the involved student until the final resolution of the matter.

- Student
    - o Student Conduct and Community Standards Office is responsible for maintaining all records of all incidents involving the EKU AI policy.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Revised

DATE	ENTITY	ACTION
January 26, 2009	Board of Regents	Adopted
January 8, 2009	President Doug Whitlock	Approved
December 3, 2008	Provost Council	Approved
December 1, 2008	Faculty Senate	Approved

DATE	ENTITY	ACTION
April 17, 2008	Council on Academic Affairs	Approved
April 27, 2007	Board of Regents	Adopted
October 24, 2005	Faculty Senate	Approved

Policy Issued

DATE	ENTITY	ACTION
October 30, 1993	Board of Regents	Adopted
March 3, 1993	Faculty Senate	Approved
December 3, 1984	Faculty Senate	Approved