



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.1.4ACR

Responsible Office(s): Office of the Provost

Effective: June 17, 2021

Next Review Date: Summer 2026

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Course Syllabi

Statement

Each course and each section of each course must have a complete syllabus. Faculty members will distribute a complete syllabus containing all materials outlined below 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, course reference number, meeting day/time, and modality.
2. Instructor name and contact information.
3. Catalog course description, including prerequisites.
4. Text(s) with dates, supplemental text(s), other required readings and references.
5. 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 must clearly distinguish what is expected of students enrolled at the 500 level from what is expected of students enrolled at the 700 level.
 - 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
6. Evaluation method(s) and relative weight of each course requirement.
 7. 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.
 8. Attendance policy. Faculty members will outline a specific course attendance policy consistent with their departmental attendance policy, if one exists. Do not simply refer students to the University attendance policy. Instead, the syllabus should 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.
 9. 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.
 10. 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 must clearly distinguish requirements at the 500 level from those at the 700 level. An approximate time schedule for these requirements must be included.
 11. Course outline: an outline indicating subject matter, and an approximate time schedule. (Faculty members may combine 10 and 11).
 12. All course syllabi must include a link to <https://academicaffairs.eku.edu/syllabi>, which contains the current standardized statements regarding accessibility, accommodation, academic integrity, discrimination and harassment, and student rights under Title IX . This information should not be copied into the syllabus at length.

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
 - Develop a syllabus with the required parts, submit to Department Chair, and distribute to students as outlined in this Policy.
- Students
 - Read and understand the syllabus for each enrolled course.
 - Ask questions of instructors if clarification is necessary.

Regulation Adoption Review and Approval

Regulation Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
October 18, 2024	University Counsel	Editorial Revision
June 17, 2021	Board of Regents	Adopted
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
April 17, 2008	Council on Academic Affairs	Approved
April 27, 2007	Board of Regents	Adopted
October 24, 2005	Faculty Senate	Approved

Regulation Issued

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