



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery	
Title:	Syllabi BOR Required Policy Statements	
Number (Current Format)	Number (Prior Format)	Date Last Revised
5.3.A	New	01/2023
Reference:	BOR Policy 1.11 – Academic Freedom and Responsibility BOR Policy 2:6 – Academic Calendars BOR Policy 2:33 – Student Academic Misconduct BOR Policy 2:37 – Syllabi and Learning Management System Policy AAC Guideline 5.3 – Syllabi Guideline	
Related Form(s):	AAC Guideline Form 5.3 – Syllabus Template	

Freedom in Learning

Under Board of Regents and Regental Institutions policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Discussion and debate are critical to education and professional development. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact their home institution to initiate a review of the evaluation.

ADA Statement

The Regental Institutions strive to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services, which will work to resolve the issue as quickly as possible.

Please note: if your home institution is not the institution you are enrolled at for a course (host institution), then you should contact your home institution's Office of Disability services. The disability services at the home and host institution will work together to ensure your request is evaluated and responded.

Academic Dishonesty and Misconduct

Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during

an exam. The Regental Institution's policy and procedures on cheating and academic dishonesty can be found in your home institutions Student Handbook and the governing Board of Regents policies can be found in [BOR Policy 2:33](#) and [BOR Policy 3:4](#). The consequences for cheating and academic dishonesty are outlined in policy.

Acceptable Use of Technology

Acceptable Use of Information Technology Resources: While Regental Institutions strive to provide access to computer labs and other technology, it is the student's responsibility to ensure adequate access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), webcam, internet, adequate bandwidth, etc. While utilizing any of the information technology systems students, faculty and staff should observe all relevant laws, regulations, [BOR Policy 7.1](#), and any institutional procedural requirements.

Emergency Alert Communication

In the event of an emergency arising on campus under [BOR Policy 7:3](#), your Regental Home Institution will notify the campus community via the emergency alert system. It is the responsibility of the student to ensure that their information is updated in the emergency alert system. The student's cell phone will be automatically inserted if available and if not, their email address is loaded. Students can at any time update their information in the student alert system.

RESOURCES:

[BOR Policy 1.11 – Academic Freedom and Responsibility](#)

[BOR Policy 2:6 – Academic Calendars](#)

[BOR Policy 2:32 – Definition of Credit Hour Assignment](#)

[BOR Policy 2:37 – Syllabi and Learning Management System Policy](#)

[AAC Guideline 5.3 – Syllabi Guidelines](#)

[AAC Guideline Form 5.3 – Syllabus Template](#)

SOURCE:

AAC January 2023.