



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery	
Title:	Syllabi Policy and Common Format	
Number (Current Format)	Number (Prior Format)	Date Last Revised
5.3	I.J.1; I.J.2	04/2020
Reference:	BOR Policy 1.11 Academic Freedom and Responsibility BOR Policy 2:33 Student Academic Misconduct	
Related Form(s):		

1. It is the obligation of each higher education institution to inform students at the beginning of each course of the objectives, requirements, performance standards, and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course.
2. The university Vice President for Academic Affairs (VPAA) shall maintain a current syllabus for each course.
3. The Academic Affairs Council (AAC) system syllabus format specifies the following content of course syllabi:
 - Course Prefix, Number, Title, Credit Hours
 - University Name
 - Academic Term, Year
 - Course Meeting Time and Location
 - Instructor’s Contact Information
 - Name
 - Office location
 - Office hours
 - Office phone number
 - Email address
 - Course Description
 - Catalog description
 - Additional course description (optional)
 - Course Prerequisites
 - Previous courses/experience
 - Technology skills
 - Description of Instructional Methods
 - Course Requirements
 - Required textbook(s) and other materials
 - Supplementary materials
 - Class attendance policy
 - Cheating and plagiarism policy
 - Make-up policy
 - Course Goals
 - Include specific reference to System General Education Goals if applicable
 - Student Learning Outcomes
 - Evaluation Procedures
 - Assessments
 - Tests, projects, assignments, etc.
 - Performance standards/grading policy
 - ADA Statement
 - Tentative Course Outline/Schedule
 - Freedom in Learning Statement

4. Board Policy 1.11 (Academic Freedom and Responsibility) requires faculty evaluate a student solely on academic basis and not on opinions or conduct in matters unrelated to academic standards. In compliance with Board Policy 1:11, the Academic Affairs Council has adopted the following “Freedom in Learning Statement” for inclusion in all course syllabi at Regental institutions:

Freedom in Learning. *Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. 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 _____ to initiate a review of the evaluation.*

5. Per federal law, an ADA Statement is required on syllabi. The Academic Affairs Council has adopted the following “ADA Statement” for inclusion in all course syllabi at Regental institutions:

ADA Statement. *[Institution] strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users in order 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 [contact information], which will work to resolve the issue as quickly as possible.*

SOURCE:

AAC April 2016; AAC April 2020.