



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery	
Title:	Syllabi Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
5.3	I.J.1; I.J.2	02/2023
Reference:	BOR Policy 1.11 – Academic Freedom and Responsibility BOR Policy 2:6 – Academic Calendar BOR Policy 2:33 – Student Academic Misconduct BOR Policy 2:37 – Syllabi and Learning Management System Policy AAC Guideline 5.3.A – Syllabi BOR Required Policy Statement	
Related Form(s):	AAC Guideline Form 5.3 – Syllabus Template	

1. Purpose

The purpose of this guideline is to establish standards, processes, and procedures by which a faculty member implements BOR Policy 2:37.

2. Governance

This guideline resides under BOR Policy 2:37 and any applicable institutional procedures approved by the Academic Affairs Office and the Office of the President.

3. Definitions

See BOR Policy 2:37.

4. Expectations

It is the obligation of each higher education institution and in accordance with the Higher Learning Commission to inform students at the beginning of each semester the objectives, requirements, performance standards, and evaluation procedures. To meet HLC requirements and to facilitate student success, instructors of record are required to develop a course syllabus for each offering of a course. BOR Policy 2:37 requires that all sections must have the course/section syllabus posted no fewer than three (3) working days prior to the start of term. All sections will utilize the learning management system (LMS) and post their syllabus to that technology solution.

Faculty are not limited to the three (3) working days to post their syllabus and activate their LMS course. The sections are enabled for faculty thirty (30) days prior to the start of term.

Where posting is not required (outlined in BOR policy), those sections are still required to have a written agreement between the student and the instructor [thesis/dissertation, internships]. Faculty may still utilize the LMS if desired for these courses as applicable to the institution.

5. Credit Hour Requirements

As noted in [BOR Policy 2:6](#) Academic Calendar and in accordance with [BOR Policy 2:32](#) and federal law¹, the Regental institutions comply with the US Department of Education’s credit hour definition. As faculty develop their course content and course schedule, special attention to meeting the credit hour requirements will be essential.

The course schedule and contact hours must meet the threshold of the credit hour requirement. Where class schedules are impacted due to inclement weather or other class cancellations, the credit hour requirement may be accomplished through other academic activities as outlined by federal law.

6. Syllabus Format/Template

Faculty have academic freedom to establish their syllabus in reference and compliance with BOR Policy 2:37. A template is provided and available in the guidelines as a word document for any faculty member to review and use as applicable.

7. Syllabus Modification

The following sections on a syllabus must not be changed (BOR Policy 2:37, Section 6):

- Section 6.1 Course Subject, Number, and Credit Hours (as provided in the student information system);
- Section 6.2 Course Title (as provided in the student information system);
- Section 6.4 Course Description (as it appears in the course catalog);
- Section 6.5 Course Goals and Student Learning Outcomes;
- Section 6.13 Required Policies.

Any changes to any other portion of the course syllabus must be approved through institutional academic leadership as defined by institutional procedures. Faculty should work with their academic leadership (department or college).

8. Course Schedule Modifications

Faculty may update the course schedule during the term/semester given proper and timely notification of the changes. The course schedule is the outline of lecture topics, activities, assignments, and due dates provided to the student in the syllabus.

There are different means to display a course schedule. The faculty can select the course schedule framework that best suits their course content, style, and class need. An example of a course schedule might look like this and could be updated during the term as applicable for lecture topics, new content, class cancelation, discussion topics added, etc.

An example might include:

Week/Lecture Topics	Required Reading	Assignments	Due Dates
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¹ Code of Federal Regulations (CFR), Title 34, Part 600.2

Week 1 Introductions	(Chapter 1- Introduction) (Chapter 2- Basic Math Needed)	Discussion Post	September 2
Week 2 Scientific Notation	(Chapter 3 – Scientific Notation)	Assignment 1 Discussion Post	September 9

Another example might include:

Week Starting:	Lecture Topics/Required Reading/Assignments
August 29th (Day classes start Tues 8/30)	Introductions/Math Needed for Course (Chapter 1- Introduction) (Chapter 2- Basic Math Needed) <i>Discussion Post Due September 2</i>
September 5th (Monday Holiday) (Tues 9/6 is Monday Schedule) (Tues 9/6 last day to register)	Scientific Notation (Chapter 3 – Scientific Notation) <i>Assignment 1 Due September 9</i> <i>Discussion Post Due September 9</i>

9. Required BOR Statements

Each institution will be responsible to ensure that all syllabi include the following statements verbatim through their institutional procedures. AAC Guideline 5.3.A provides all required policy statements and can be utilized as a direct link in the syllabus. Alternatively, institutions may select to use draft language from below and utilize per institutional standards and requirements.

9.1 Freedom in Learning: 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 a system statement found in AAC Guideline 5.3.A.

9.2 ADA Statement: Per federal law, an ADA Statement is required on syllabi. The Academic Affairs Council has adopted a system statement on “ADA Statement” for inclusion in all course syllabi at Regental institutions found in AAC Guidelines 5.3.A.

9.3 Academic Misconduct: Per BOR Policy 2:33 and BOR Policy 3:4, academic misconduct including academic dishonesty is prohibited. To ensure students have full knowledge of these policy requirements outlined in AAC Guideline 5.3.A, this system statement should be inserted into the syllabus.

9.4 Acceptable Use of Technology: BOR Policy 7:1 outlines the acceptable use of information technology systems. To inform students of the policy, this notification serves to ensure use of Regental and institutional technology is fully communicated. The system statement can be found in Guideline 5.3.A.

9.5 Emergency Alert Communication: BOR Policy 7:3 outlines the Campus Alert System. The Board of Regents utilizes this system to contact students, staff, and faculty as well as

other approved stakeholders on emergency notifications. The system statement can be found in Guideline 5.3.A.

10. Required Institutional Statements

Each institution will be responsible to ensure that all syllabi include the following topics with consistent language through their institutional procedures.

- Complaint Procedure
- Grade Appeal Policy
- Student Success Services and Support

11. Institutional Administrator

The institutional administrator or designee shall maintain a current syllabi repository for each course by semester/term. The institution will develop a procedure on ensuring that the courses are activated in the LMS, that all required syllabi are posted, and that the institution has a repository of syllabi.

12. New Policy Implementation Transition

The guidelines associated with BOR Policy 2:37 Syllabi and Learning Management System Policy, approved December 2022, will be in effect August 1, 2023. Therefore, institutions will implement the new policy over Spring 2023 term. The policy and guidelines will be in full effect Fall 2023.

RESOURCES:

[Academic Calendar](#)

[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.A – Required BOR Policy Statements](#)

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

SOURCE:

AAC April 2016; AAC April 2020; AAC January 2023.