

AY23-34-C

FACULTY SENATE ISSUE FORM
Date Submitted: 2/18/2024
Title of Issue (a short descriptive title by which the issue may be referenced):
Graduate Catalog Edit: Course Syllabi
Description of Issue:
]The Graduate Administrators' Council approved updated language to the Course Syllabi language in the Faculty Handbook.
Rational for Submission:
That language edits originated from integration with EVMS meetings that are aligning policies.
Name: Bryan E. Porter
Department. Graduate School / Graduate Administrators Council
Date: 2/18/2024
Signature:
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Course Syllabi

By the start of each semester, the instructor will provide the students with a syllabus in either electronic or hard copy form. Exceptions to this must be approved in writing by the dean. Course descriptions are found in the Undergraduate and Graduate Catalogs.

Deleted: During the first week

The syllabus should include the Catalog description for the course, an outline of the material to be covered during the semester, course objectives, course expectations of students, a statement about academic dishonesty, the instructor's requirements for student participation, required and optional textbooks/readings, assignments, the instructor's grading system, the attendance policy for the course, and an accommodation statement. The accommodation statement should read: "Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester."

Deleted:

Course syllabi are available through the office of the academic unit offering the course.

Deleted:



- Approved by the president
December 1981
Revised October 22, 2015
Reaffirmed January 1, 2021

Course Syllabi

By the start of each semester, the instructor will provide the students with a syllabus in either electronic or hard copy form. Exceptions to this must be approved in writing by the dean. Course descriptions are found in the Undergraduate and Graduate Catalogs.

The syllabus should include the Catalog description for the course, an outline of the material to be covered during the semester, course objectives, course expectations of students, a statement about academic dishonesty, the instructor's requirements for student participation, required and optional textbooks/readings, assignments, the instructor's grading system, the attendance policy for the course, and an accommodation statement. The accommodation statement should read: "Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester."

Course syllabi are available through the office of the academic unit offering the course.

- Approved by the president
December 1981
Revised October 22, 2015
Reaffirmed January 1, 2021

