1 General Information.
1.1 Scope: Academic policy regarding content and distribution of course syllabus.
1.2 Authority: W. Va. Code §18B-1-6
1.3 Passage Date: October 7, 2014
1.4 Effective Date: Upon Passage
1.5 Controlling over: Marshall University
1.6 History: This policy amends a previous version of AA-14 approved by the Board on March 8, 2006.

2 Policy
2.1 On the first day of each course (See 2.2 for Exceptions), the instructor must provide each student with a syllabus that provides the following information:
   2.1.1 Course name and number.
   2.1.2 Instructor's name, office location, phone, e-mail address and office hours.
   2.1.3 List of all required texts.
   2.1.4 Attendance policy.
   2.1.5 Grading policy.
   2.1.6 Due dates for major projects and exams.
   2.1.7 Course description from most recent catalog.
   2.1.8 Course student learning outcomes
   2.1.9 Schedule of class sessions and assignments.
   2.1.10 Grid showing the following relationships: how each course student learning outcome will be practiced, and assessed, in the course.
   2.1.11 Link to Official University Policies located on Academic Affairs’ website.
   2.1.12 Semester course meets, e.g. spring 2012.
   2.1.13 Time course meets, e.g. M/W/F 1:00 – 1:50.
   2.1.14 Course location

2.2 Exceptions
2.2.1 This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships and medical clerkships.
2.2.2 Exceptions to Section 2.1 will be approved by the Department Chair in cases where an instructor appointment is made late for a course. Backdated course withdrawals and additions resulting from late syllabi distribution will be handled by the Department Chair granting exception to Section 2.1.

2.3 Colleges may develop more detailed requirements concerning the content of the syllabus.