

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-14

COURSE SYLLABUS

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: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: A long standing policy of the University.

2 Policy

- 2.1 During the first two weeks of semester classes (3 days of summer term), the instructor must provide each student a copy of the course requirements which includes the following items:
 - 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 Description of general course content.
 - 2.1.8 Course objectives and outcomes.
 - 2.1.9 Schedule of class sessions and assignments.
- 2.2 This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships and medical clerkships.
- 2.3 Colleges may develop more detailed requirements concerning the content of the syllabus.