

**SENATE OF THE MARSHALL UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**  
SR 71.03

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**TITLE:** Syllabus Policy Act of 2013  
**ASSIGNMENTS:** SR 71.03  
**DATE:** October 8, 2013  
**SPONSORING:** Sen. Robinson, Sen. Pineda

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**A RESOLUTION**

**To recommend revision of the university course syllabus policy, make findings concerning the jurisdiction of the consideration of such recommendation and to direct transmission of this resolution**

1. *Whereas*, Article 1, Section 4 of the Student Government Association Constitution provides, “The Student Government Association shall be recognized as the sole authorized agency through which student participation in university governance shall be made effective”;
2. *Whereas*, Article II, Section 2, Subsection 6 of the Student Government Association Constitution provides that the Student Senate shall have the power to make recommendations “concerning matters affecting the student body but not within the power of the student government to adjust”;
3. *Whereas*, Article VI, Section 7, Subsection A of the Faculty Constitution reads as follows:

“The Budget and Academic Policy Committee [of the Faculty Senate] (hereinafter referred to as the “Budget and Academic Policy Committee”) shall assume the primary responsibility for the development of policies that contribute to the maintenance of academic standards in the university. The committee’s responsibility shall include, but not be limited to, policies affecting the university calendar, the university budget, academic honesty, class attendance, grading and examinations. The committee shall process student academic appeals”;
4. *Whereas*, Article 2, Section 1 of Board of Governors Policy AA-14 (hereinafter referred to as “Policy AA-14”), “Course Syllabus”, provides, “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.”;
5. *Whereas*, During a regular semester, schedule adjustment is held within the first week of course meetings, ending at the closure of the Office of the Registrar at five o’clock p.m. on the Friday of that first week;
6. *Whereas*, During a summer term, schedule adjustment is held on the first day of course meetings, ending at the



STUDENT GOVERNMENT  
ASSOCIATION

**SENATE OF THE MARSHALL UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**  
SR 71.03

24 closure of the Office of the Registrar at five o'clock p.m. on the first day of the term;

25 7. *Whereas*, Under the current revision of Policy AA-14, during a regular semester or summer term, faculty  
26 members or other instructors who do not provide the syllabus for their respective courses early enough for  
27 students to give due consideration to the course requirements may remain in compliance with Policy AA-  
28 14 even as students are unable to drop the course without receiving a grade of "W" on their respective  
29 transcripts;

30 8. *Whereas*, Revision to Policy AA-14 to ensure that syllabi are available to students within a reasonable time  
31 period to consider the contents therein would alleviate this problem;

32 9. *Whereas*, Most instructors are required to prepare and submit their respective syllabi to the chairs of their  
33 respective departments or to the offices of their respective schools or colleges well in advance of the  
34 beginning of the regular semester or summer term in which the courses are to be taught; and

35 10. *Whereas*, It has been the practice of the Student Senate to refer questions of and recommendations on  
36 institutional policy to a committee or committees of the Faculty Senate that may have jurisdiction on such  
37 questions or recommendations;

38 11. *Whereas*, Revision to Policy AA-14 to ensure that syllabi are available to students within a reasonable time  
39 period to consider the contents therein has the express support of members of the Budget and Academic  
40 Policy Committee, including the Chair of the Committee;

41 12. *Whereas*, The Budget and Academic Policy Committee is set to next meet on October 11, 2013; and

42 13. *Whereas*, Recommendations to be considered at the November 21, 2013, meeting of the Faculty Senate are due  
43 by October 25, 2013;

44 Therefore, be it *resolved* by the Senate of the Marshall University Student Government Association:

45 14. That, pursuant to the statutory language provided in Section 3 of this resolution, the Student Senate finds  
46 recommendations regarding any revision to Policy AA-14 to ensure that syllabi are available to students  
47 within a reasonable time period to consider the contents therein is within the jurisdiction of the Budget and

**SENATE OF THE MARSHALL UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**  
SR 71.03

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Academic Policy Committee;

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15. *Further resolved*, That the Student Senate recommends to the Budget and Academic Policy Committee that

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Article 2, Section 1 of Policy AA-14 be amended and reenacted as follows:

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“By nine o’clock p.m. on the first Thursday of course meetings in a regular semester, or by the conclusion of the set time of the first course meeting in a summer term, the instructor of a course must provide each student a copy of or electronic access to the course requirements, which includes the following items:”

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16. *Further resolved*, That the Student Senate requests that the Budget and Academic Policy Committee report the

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recommendation provided in Section 15 of this resolution to the Faculty Senate for its consideration and

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further recommendation to the Board of Governors; and

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17. *Further resolved*, That the President Pro Tempore of the Student Senate, or his or her designee, shall transmit

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this resolution, upon its passage and before ten o’clock p.m. on Tuesday, October 8, 2013, to Howard

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Lang Reynolds, Chair of the Budget and Academic Policy Committee, by email message at

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reynoldsh@marshall.edu and to Eldon Larsen, Chair of the Faculty Senate, by email message at

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larsene@marshall.edu.

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**RECORD OF DATES:**

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First Reading

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Vetoed

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Second Reading

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**VERIFICATION SIGNATURES:**

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Nicholas Chancey  
Senate President Pro Tempore

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Elisha J. Hassan  
Student Body President

