

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-3

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: June 27, 2019
- 1.4 Effective Date: August 1, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History: Amends previous version approved on 10/7/14 to reflect varying course delivery methods. 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 access to a syllabus that provides the following information:
 - 2.1.1 Course name and number.
 - 2.1.2 Instructor's name, office location, phone, Marshall e-mail address (it is permissible to indicate a preference for students to use the internal e-mail within Marshall's learning management system) and office hours. In cases where the instructor does not have an office at Marshall, the departmental location and phone may be listed. Instructors may indicate the method by which they prefer students to contact them. All full-time instructors should list specific office hours; adjunct instructors and others whose contracts do not require office hours may list that their office hours are by appointment.
 - 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 with the amount of detail appropriate to the discipline and course type.
 - 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 and Resources 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 (except in the case of asynchronous online courses).
 - 2.1.14 Course location (except in the case of asynchronous online courses).

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, practicum, 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 and academic units may develop more detailed requirements concerning the content of the syllabus.