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: August 14, 2012
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 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 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 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.