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.