

NUMBER

SECTION

TITLE: Policy on Course Syllabi

DATE: Revised Feb 1, 2011

I. Purpose and Scope

Course syllabi serve an important role in providing students with information about the scope, objectives, and expectations of a course as well as providing basic schedule and instructor information. WKU supports the practice of making such information available in a timely and accessible manner.

II. Policy

1. It is strongly encouraged that faculty members make basic information about their courses available to students online at least one week prior to the start of the semester in which the course is to be taught.

This information should include:

- a. contact information for the instructor
- b. general course goals
- c. major topics to be covered in the course
- d. prerequisites, if any
- e. if applicable, the ways in which the course fulfills general education requirements

2. A syllabus containing more detailed information must be made available to students, in class and/or on-line, the first week of class.

More detailed information should include the following, as appropriate:

- a. instructor's office hours
- b. required materials (e.g., textbooks, calculators, readings, etc).
- c. title and/or brief description of graded assignments
- d. attendance policies
- e. performance expectations

3. Faculty will not be required to post information online that they believe violates their intellectual property and/or privacy rights

III. Procedure

1. Enforcement of this policy shall occur at the Department level.