POLICY & PROCEDURE DOCUMENT

NUMBER: 1.4061
DIVISION: Academic Affairs
TITLE: Course Syllabi
DATE: April 18, 2011
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Authorized: Dr. Gordon Emslie, Provost and VPAA

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

A. Basic Information

1. It is strongly encouraged that faculty members make basic information about their courses available to students online, on the university’s official course
registration website, 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 and specific learning outcomes
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

B. Detailed Information

1. A printed or printable syllabus containing more detailed information must be
   made available to students, in class and/or on the university’s official course
   registration website, within one week of the start of the pertinent
   semester/term/summer session.

More detailed information must include the information listed in Section II.A.1
and 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
f. the factors to be considered in determining grades and the specific weight
   to be assigned to each of these factors.

2. It is recognized that syllabi may be modified due to extenuating
   circumstances (e.g., cancelled classes). In such cases a revised syllabus
   should be posted on the university’s official course registration website as
   soon as practicable.

C. Other

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

2. For accreditation and similar purposes, copies of current course syllabi must
   be retained on the university’s official course registration website.

3. A guide to an effective syllabus, produced by the WKU Faculty Center for
   Excellence in Teaching, is available at
   http://www.wku.edu/teaching/booklets/syllabusideas10.pdf

III. Procedure
Enforcement of this policy shall occur at the department level.

IV. Reason for Revision

Changes to Paragraphs II.A.1.b and II.B.1 to reflect SACS requirements on syllabus content