



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.4060

DIVISION: Academic Affairs

TITLE: Course Syllabi

DATE: February 28, 2011

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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
- 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 in the first week of class.

More detailed information should include the information listed in Section II.A.1 and 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 in the department office.
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.