EDINBORO UNIVERSITY OF PENNSYLVANIA

COURSE SYLLABUS

Policy No. B012
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Supersedes Policy B012, Dated 8/13/2015

Recommended for Approval By: Michael J. Hannan, Ph.D.
Provost and Vice President for Academic & Student Affairs

Approved By: Guiyou Huang, Ph.D., President on 8/26/2019

Effective Date

Review Date: As Required

INTENT

This policy defines the requirements for course syllabi, their distribution to students, and inclusion in the University’s central repository. The minimum elements to be included in a syllabus for a course offered by Edinboro University are also defined.

POLICY

All undergraduate and graduate courses must have a syllabus meeting the minimum content requirements defined in this policy.

Faculty will provide a course syllabus to all registered students by the start of the second class meeting, updated each semester taught; the syllabus may be provided either in paper or electronic form.

The syllabus for each course taught by the faculty will be provided in electronic form to his/her academic department before the end of the first week of classes in each academic session (fall, winter, spring, summer). By the end of the second week of the session, all syllabi will be provided to the Provost’s designee for inclusion in the University’s central repository.

Course syllabi will minimally include the following required elements:

- Course name and number
- Course description (consistent with the University Catalog)
- Course prerequisites (as specified in the University Catalog)
- Course meeting days and times
- Instructor name and contact information (office location, telephone number, email address, scheduled office hours)
- Required course materials (e.g., textbooks, software)
- Course learning objectives
- Student assessment/evaluation policy (information on grading scale, determination of grades, expectations for class participation, etc.)
- Class policies for make-up exams and late submission of assignments
- Class attendance expectations and late arrival policy
- Course outline, or tentative calendar that includes topics of coverage
- Statement of faculty reporting obligations under Title IX as provided by the Office of Social Equity. (Required language is provided in the syllabus template.)
- A statement referencing a link to relevant course-related University policies. (Sample language is provided in the syllabus template.)

The following elements are strongly suggested for inclusion in the course syllabus:

- An ADA policy statement with reference to the Office for Accessibility Services (OAS) and expectations regarding process for obtaining accommodations. (Sample language is included in the syllabus template.)
- A statements addressing expectations regarding academic integrity that would include definitions of cheating and plagiarism, with reference to the Student Code of Conduct. (Sample language is included in the syllabus template.)
- A statement referencing the University’s attendance policy and impact of the student’s grade in the particular course as a result of lack of attendance. (Sample language is included in the syllabus template.)
- For courses that include a laboratory experience, a statement regarding lab safety and expectations.

This policy does not define a specific font, style, or format to be used by individual faculty and departments. Departments, colleges and schools may develop formats consistent with disciplinary or accreditation expectations. A suggested template is provided with this Policy and is available in electronic form from each academic dean.