

Policy Number: 247	Effective Date: 07/01/98
Policy Title: Syllabus	Revised: 05/01/06, 07/01/10, 03/06/12, 6/6/17
Approval Date: 07/01/98	President's Signature: On File

A WLU Faculty member is required to produce a course syllabus for each course in which he/she is the instructor of record. After having created this document, with review and approval by the Department Chair and/or Dean as determined by the College or School, Faculty must:

1. Make available through the Learning Management System, no later than the first class meeting, the syllabus which will be used to direct the presentation of the course. The syllabus may also be distributed to students by other methods at the discretion of the faculty member.
2. Present an electronic copy of the syllabus, by the third class meeting, to the appropriate Academic Department Office. Each College will establish procedures for their storage.

A WLU Faculty member is required, at the minimum, to include the following in each course syllabus that he/she prepares:

REQUIRED SYLLABUS CONTENT

- A. "West Liberty University" followed by the Course Title, Term, Section and Instructor's Name
- B. Course Catalog Description
- C. Course Objective(s) and Student Learning Outcome(s) as well as Program Goal(s) and Program Student Learning Outcome(s) addressed by the course for all programs in which the course is either required or a restricted elective, including the General Studies Program. Department Chairs will coordinate standardization of this information for courses with multiple instructors and of its format within their departments.
- D. Required Text(s) or other Materials
- E. Attendance Policy; A statement of the instructor's policy on student attendance, consistent with current WLU Policy 229, must be included, as well as the following: "Every effort will be made to accommodate students who, because of religious obligations, have conflicts with scheduled exams, assignments, or other required attendance, provided they notify the instructor well in advance of the scheduled conflict. Whenever possible, such notification should be made in writing at least two weeks in advance of any conflict."
- F. Grading and, if applicable, Assessment Methods used
- G. Instructor Contact Information
- H. Course Outline/Assignment Schedule
- I. Office Hours
- J. Statement of ADA accommodations; three variations of an ADA statement are listed below. Instructors shall use or adapt whichever statement best meets their needs:
 1. "Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by Accessibility Support Services. Prior to granting disability accommodations in this course, I must receive written verification of eligibility from Accessibility Support Services which is located in the Learning and Student Development Center (LSDC) in Main Hall 147 or by contacting 304.336.8018. It is the student's responsibility to initiate contact with the office and to follow through with the established procedures for academic accommodations."
 2. "If you have a disability that affects your academic experience and plan to seek accommodations, it is your responsibility to inform Accessibility Services as soon as possible. Accessibility Support Services is located in the Learning and Student Development Center in Main Hall. Please contact 304.336.8018 for more information. It is important to request accommodations early enough to provide adequate time to facilitate your request."
 3. "As required by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided to ensure equal opportunity for students with verified disabilities."
- K. Testing dates

L. Reference to WLU Honesty Policy

A WLU Faculty member, at his or her option, may include more material than that listed above information which may be considered for syllabus inclusion, but which is not required may include:

SUGGESTED SYLLABUS CONTENT

- A. Suggested Bibliography for Course
- B. Acknowledgement of receipt statement by student
- C. Title IX: although not required, Title IX compliance is becoming more stringent and many schools are beginning to adopt this practice. The following may be listed:
 - 1. Mandatory Reporting and Sexual Harassment/Violence/Assault WLU students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment as well as any notice given by students or colleagues for any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. West Liberty University policies and regulations covering discrimination and harassment may be accessed at <http://westliberty.edu/bog/files/2010/01/Policy-32-Sexual-Harassment-Sexual-Discrimination-and-Other-Unlawful-Conduct.pdf>. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 304.336.8139.

- 2. Mandatory Reporting and Sexual Harassment/Violence/Assault West Liberty University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to file a report. If you disclose an incident to a faculty member, he or she must notify the West Liberty University Title IX coordinator about the basic facts of the incident. The faculty member cannot maintain complete confidentiality and is required to report the information that has been shared.