Syllabus

UNIVERSITY POLICY #247

Authority:
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President's Signature: On File

SECTION 1: Purpose and Scope

1.1 The purpose of this Policy is to provide uniform guidelines and the minimum requirements to faculty in the development of course syllabi and to assist faculty with identifying the resources and relevant policies supporting course syllabi and curriculum development.

1.2 This Policy applies to all Faculty.

SECTION 2: Process

2.1 WLU Faculty members are required to produce a syllabus for each course in which they are the instructor of record. After creating this document, with review and approval by the Department, Faculty submit the syllabus in two forms as follows:

2.1.1 The Master Syllabus should be prepared and presented to the appropriate Academic Department office three days prior to the first class meeting. Upon approval, this document will be uploaded into the University's electronic central storage.

2.1.2 The Detailed Course Syllabus should be made available through the Learning Management System no later than the first class meeting; this is the syllabus used to direct the presentation of the course, so it may also be distributed to students by other methods at the discretion of the faculty member. Faculty should also submit an electronic copy of the syllabus to the appropriate Academic Department Office by the third class meeting. Each College will establish procedures for submission, format, and storage.

2.1.2.1 The Detailed Course Syllabus should include the required standard university language from the Syllabus Template either in a separate document available in the Learning Management System or as part of the Detailed Course Syllabus.

SECTION 3: Required Syllabus Content

3.1 Faculty members are required to include the following in each course syllabus as indicated below:

3.1.1 **The Master Syllabus**

3.1.1.1 "West Liberty University" followed by the Course Title, Term, Section, and Instructor's Name

3.1.1.2 Course Catalog Description

3.1.1.3 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.

3.1.2 **Detailed Course Syllabus Content**

3.1.2.1 "West Liberty University" followed by the Course Title, Term, Section, and Instructor's Name

3.1.2.2 Course Catalog Description

3.1.2.3 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.

3.1.2.4 Required Text(s) or other Materials

3.1.2.5 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."

3.1.2.6 Plan for instruction in case of emergency or inclement weather closure

3.1.2.7 Grading and, if applicable, Assessment Methods used

3.1.2.8 Instructor Contact Information

3.1.2.9 Course Outline/Assignment Schedule

3.1.2.10 Office Hours

3.1.2.11 Testing Dates

3.1.2.12 AI Use Guidelines

SECTION 4: Additional Content from the University Syllabus Template

4.1 Statement of ADA Compliance

4.2 Standard statement of Title IX compliance

4.3 Reference to WLU Student Handbook: Academic Policies

SECTION 5: Suggested Syllabus Content

5.1 WLU Faculty members, at their own discretion, may include more material in a syllabus than that listed above. Information which may be considered includes:

5.1.1 University statement on Diversity, Equity, and Inclusion

5.1.2 Suggested Bibliography for Course

5.1.3 Suggestions for “Further Reading”

5.1.4 Acknowledgment of receipt statement by student

5.1.5 Additional course goals, illustrations, faculty intentions or other individualized formatting or content