FACULTY SENATE 
SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-23

Approved by the Faculty Senate
April 9, 2014

BRIEF SUMMARY: This bill adds “Syllabus Procedures” to the existing Faculty Handbook section on Teaching and Classroom Practices (Chapter 3, Section C1).

ADDING A “SYLLABUS PROCEDURES” SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, Chapter 3, Section C1 of the Faculty Handbook be amended by inserting after the “policy” section the following “procedures” section.

Syllabus Procedures

The class syllabus must contain the following information, regardless of order:

1. Catalog description, including descriptive statement, prerequisites, credit hours, course number, and title.
2. Semester
3. Contact hours of course (if different from credit hours)
4. Instructor name and contact information, including office phone, office location, and e-mail address
5. Statement of whom to contact with concerns (use required wording)
6. Office hours and location if different from office location
7. Course Objectives (optional; include if listed in Course Approval Document)
8. Student Learning Outcomes
9. Accessibility statement (the official statement and/or a link/URL to official statement)
10. Civility statement (the official statement and/or a link/URL to official statement)
11. Academic honesty statement (the official statement and/or a link/URL to official statement)
12. Grading scale and policies
13. Course specific required materials (textbook, supplies, subscriptions, safety items, etc.)
14. Class meeting times and places (if applicable the delivery medium such as lab, online, blended, ITV, webinar, etc.)
15. Final exam date/time/place
16. Class content—outline or schedule

A faculty member may choose to include additional information in the syllabus specific to the course, including (but not limited to) provisions regarding use of electronic devices, expected class behavior, technology needs or expectations, etc.
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