

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate
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BRIEF SUMMARY: This bill revises the procedures for “Class Syllabi” from the Faculty Senate Handbook.

REVISING “CLASS SYLLABI” PROCEDURES

BE IT RESOLVED: Subject to the passage and approval of this bill the procedure portion of “Class Syllabi” in Chapter 3 of the *Faculty Handbook* will be replaced by this bill.

1 The class syllabus must contain all information, regardless of order, on the Section Specific
2 Class Syllabus Template found here my.semo.edu/pages/instructional-guidelines-forms the
3 following information, regardless of order:-

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

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

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Action	Date
Introduced to Senate	1/31/2024
Second Senate Meeting	2/14/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	