

Course Syllabi (AA-33)

Graceland University Policy and Procedure AA-33

SUBJECT: Course Syllabi

PURPOSE: To specify course syllabi requirements.

POLICY:

1. Students have the right to access a course syllabus for each course in which they are enrolled no later than 48 hours after the first day of the academic term.
2. All faculty are required to turn in a course syllabus for each course to the appropriate division or school office no later than the end of the first week of the academic term.
3. All faculty are required to load syllabi onto the university's learning management system no later than 48 hours after the first day of the academic term or 48 hours after the first meeting of a face-to-face class.
4. Ownership of course syllabi is governed by the university policy on intellectual property.

SYLABUS REQUIREMENTS

1. Syllabi must contain the following:

- a. Appropriate course information, e.g. course name/number, instructor's name, office number, contact phone number, and e-mail address.
- b. Office hours (office hours must meet the minimum requirements identified in the university's office hour policy).
- c. Required text and/or materials.
- d. Student learning outcomes
Student learning outcomes identify what students should know and be able to do by the conclusion of the course.
An outcome should be written specifying the desired knowledge, behavior or disposition that is expected to be developed during the course.
- e. An "estimate of learning" time as specified in the University's "Credit Hour Definition" policy.
- f. Evaluation criteria to be used in the course, defining clearly each assignment, or at least each portion identified in the evaluation formula, and how the scores convert to a letter grade, i.e. 90% = A; 80% = B, etc.
- g. Time and date of final exam
- h. Graceland's Academic Integrity Policy: <http://www.graceland.edu/catalog/academic-integrity-policy.cfm>
- i. Graceland's **Accommodations for Students with Disabilities Policy** (add link)
- j. The following statement: "Students and faculty are subject to all relevant Graceland academic policies. These policies may be found at: <http://www.graceland.edu/catalog/academic-policies-procedures.cfm> for undergraduate courses and <http://www.graceland.edu/grad-catalog/academic-policies-procedures.cfm> for graduate courses.

OPTIONAL SYLLABUS COMPONENTS

In addition to the required faculty elements, faculty may wish to consider the inclusion of additional material including, but not limited to:

1. For general education courses, a statement identifying the role the course plays in Graceland's overall general education curriculum.

2. A statement about "rounding".

Students often assume that faculty round up numeric scores in converting to a letter grade, e.g. a 79.8% rounds to 80%, and therefore converts to a "B" on the 60-70-80-90 grading scale. Each faculty member has the right to "round" or to "not round". The faculty member's position on rounding should be made clear to the students in the course syllabus.

3. Policy on resubmission of assignments and retaking examinations. The following are examples:
 - a. Students will not be allowed to resubmit assignments or retake examinations.

 - b. I allow assignment resubmissions and exam retakes only for particular students in particular situations to serve particular purposes. Thus, my asking one student to resubmit an assignment or retake a test should not be viewed as setting a class policy.

- c. I allow assignments to be resubmitted and tests to be retaken only when, in my judgment, the best interests of an individual student are served. Thus, resubmitting assignments and retaking tests should not be considered options routinely available to the entire class.
- d. I reserve the right to ask particular students to resubmit assignments or retake exams. However, resubmitting assignments or retaking exams should not be considered course policy.
- e. I allow assignment resubmissions and test retakes only when particular students fail to meet the minimal competency level necessary to complete the course satisfactorily. Thus, resubmissions and retakes should not be considered options routinely available to the entire class.

4. Policy on extra credit

The faculty member is free to determine their policy on extra credit. It does not matter what the policy is for a specific course. To avoid assumptions and misunderstandings, the instructor's policy should be included in the syllabus.

5. A statement about classroom/campus civility. For example:

- a. I will strive to treat students with civility and respect.
- b. Civility in the classroom is expected of all members of the class. Anyone who disrupts class to the extent that other's educational opportunities are diminished may be asked to leave the classroom.

6. Important registration dates.

Important dates are the drop/add deadlines. These dates can be copied from Graceland's web site or from My Graceland and pasted into the syllabus or links to these may be provided. Convocation dates also are useful information to include in a syllabus.

7. Final Exam Policy: <http://www.graceland.edu/catalog/final-examinations.cfm>
8. University Policy on Incomplete Grades (<http://www.graceland.edu/catalog/system-of-grading.cfm#INCOM>)
9. University Policy on Class Attendance: <http://www.graceland.edu/catalog/class-attendance.cfm>
10. University Policy on Changing a Course Grade: <http://www.graceland.edu/catalog/system-of-grading.cfm#CHGGRD>
11. Writing Center: <https://www.graceland.edu/writing-center/>

The Graceland University Writing Center provides a supportive environment and attentive assistance to students in any academic program and at any level of writing ability. The Writing Center serves students' writing needs by acting as a resource for improving their particular writing assignments or the general quality of their writing skills. Writing Center tutors function as experienced, interested readers who collaborate with students at any stage of the writing process to make them more effective and capable writers.

PROCEDURE: The academic unit that schedules the course will be responsible for insuring that the course syllabus includes all requirements specified in this policy. Copies of each course syllabi will be stored electronically and organized through the office of Academic Affairs.

Approved:

/s/

John D. Sellars, Ph.D., President

December 15, 2016

Date

INDEX: Course Syllabi	Sponsor:	Number: Academic Affairs (AA-#)
Approved: 10/17/00 Revised: 4/4/04 Revised: 5/5/05 Approved: May 2005 Working Revision: 8/1/08 Revised: 9/13/16 Approved: 10/18/16	Academic Council Faculty Steve Anders, VPAA/DOF Deans Council Executive Council	Previous numbers (if any)
See also: Include any other policies referenced above		

RATIONALE for this Version:

To ensure consistent compliance with recent federal requirements regarding clarity and completeness of student information.

Routing for this Version:	Dates:
Announcement to Faculty	11/7/16



