

## **Previous Syllabus Policy (95-69)**

During the first week of class, instructors shall provide the department chairperson and students in each class with a course syllabus. The course syllabus should include, but not be limited to, the following information: course objectives, course outline or description of course content, course assignments/projects/papers, grading policy and/or grading scale, attendance policy, evaluation procedures, information for students with disabilities, and office hours. The course outline may include additional requirements based on department, college, and university policies.

## **Revised Syllabus Policy**

### **Rationale for Syllabus Policy**

EIU has had a syllabus policy since 1995. The components of the syllabus in this updated policy are similar to the original policy. It is common practice that universities have some form of syllabus policy and it is an assumed practice of the Higher Learning Commission, EIU's accreditation body.

A syllabus serves as a learning tool; the process of developing a thorough syllabus helps instructors organize and clarify their instructional plan for the course, including the evaluation of student learning. A complete syllabus helps students become more effective learners by understanding the expectations for the class and what they should learn from the course. Items that help students understand the "rules" for the class and facilitate student planning and organization include a clear and accurate course calendar, grading policies, components and weights, attendance policy, late assignment policy, policies on revisions, academic dishonesty policies, accommodation of disabilities policy, availability of instructor, and campus resources for assistance.

The syllabus also serves as a record of curriculum. It documents what was covered in a course, at what level, and for what kind of credit. This information is useful in course equivalency transfer situations, accreditation procedures, curriculum articulation, and student grade appeals. Content in the syllabus which is useful as a record includes title and semester of course, credit hours earned, required texts and other materials, course objectives (linked to professional standards if appropriate), description of course content, and description of grading policies and assessment procedures

The suggested review process encourages departmental discussion of course rigor as well as instruction and evaluation of the intended course objectives. The documentation and review process is intended to facilitate better consistency of curriculum delivery, alignment and rigor, all of which facilitate better student learning, transfer of skills, and outcomes at EIU.

### **Revised Syllabus Policy (CAA Approved: April 10, 2014 and CGS Approved: April 15, 2014) Effective Fall 2014**

During the first week of class, instructors shall provide the department chairperson and students in each class with a course syllabus (printed or electronic). The course syllabus should include, but not be limited to, the following information:

- 1) Course identification information (course number, course title, number of credit hours, semester)
- 2) Instructor contact information (instructor name, office hours, at least one method of communication such as email, phone, video conferencing, etc.)
- 3) Catalog course description
- 4) Learning objectives as stated on the approved course proposal (note: instructor may add to these core objectives)
- 5) Course materials as applicable (e.g. textbook, other required reading, course packet, required software, personal response system, lab materials, etc.)
- 6) Topical outline and tentative schedule
- 7) Assignments (such as required text/readings, projects, papers, observations) and other evaluations (such as exams, quizzes, performances) including final exam information, (see IGP 44 regarding required final exams during the final exam period). For courses numbered 4750-4999, specify additional or more stringent requirements for students enrolling for graduate credit. These include course objectives; projects that require application and analysis of the course content; and separate methods of evaluation for undergraduate and graduate students.
- 8) Grading policy (weighting of assignments and other evaluations, grading scale)
- 9) Instructor's policies for the course as appropriate (e.g. attendance-see IGP 43 and catalog; make-up work, extra credit)
- 10) Required statements for

- a. Academic integrity<sup>1</sup>
- b. Students with disabilities<sup>2</sup>
- c. The Student Success Center<sup>3</sup>

The course syllabus may include additional requirements based on department or college policies. For nontraditional courses (e.g. theses, independent study, internships) the syllabus may be replaced with a learning contract/proposal providing it includes items 1-6 above.

Departments are encouraged to develop review procedures for syllabi. Review of the syllabus should provide evidence that 1) the required components listed above are present in the syllabus; 2) the expected learning objectives/outcomes are being evaluated; and 3) student engagement in academic work for the course through instructional time and out-of-class student work meets or exceeds the minimum 37.5 hours per semester hour of course credit (see IGP 46.1 for EIU credit hour policy that complies with the Federal credit hour definition and Higher Learning Commission policy).

<sup>1</sup> **Academic integrity-** Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

<sup>2</sup> **Students with disabilities-** If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by McAfee Gym, Room 1210, or call 217-581-6583 to make an appointment. <sup>3</sup>

**The Student Success Center-** Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center ([www.eiu.edu/~success](http://www.eiu.edu/~success)) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee Gym, Room 1301.