

Motion to require course syllabi

**Motion:** The Committee on Educational Policies and Planning (CEPP) moves adoption of the following changes to the Faculty Handbook in order to specify that faculty members should provide their students the semester's course syllabus.

**Rationale:** CEPP affirms that it is best practice to have a current syllabus for each course, to distribute the syllabus to all students in the course, and to clearly notify all students of any major changes to the course. A course syllabus protects the academic rights of both students and faculty. CEPP recognizes that an effective syllabus can take several approaches or forms, and may be subject to modification over the course of the semester. In developing this motion, CEPP has consulted with CAFR and CC.

Proposed Changes to *Faculty Handbook*; **Changes indicated in bold**

Part One (Faculty Rights and Responsibilities), Article VII (Rights, Obligations, and Responsibilities of All Faculty)

C. Academic Responsibilities

2. *Class Sessions:* Faculty members will meet all classes as scheduled by the Office of the Registrar, or make suitable arrangements approved in advance by Department Chairs for limited replacement. Other responsibilities may include supervision of field work, independent study, and internships. Faculty members who cannot attend an assigned class shall notify their students and Department Chair as soon as possible, and preferably in advance. Faculty members are asked to notify the Department Administrative Assistant or Chair and the Registrar immediately whenever unable to teach because of illness.
3. ***Syllabi:* Faculty members are required to provide their students the semester's course syllabus (see Part Two, Article III [Academic Policies], Section A).**

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Part Two (Faculty Governance), Article III (Academic Policies)

**A. Course Syllabi.** Faculty members will provide their students the semester's course syllabus (print or electronic), on or before the first day of class. The following policy does not apply to independent educational opportunities (e.g., independent studies, internships, and thesis or individual research courses), though faculty can create syllabi for these courses if they wish. If valid pedagogical reasons prevent the distribution of the syllabus on the first day of class (e.g., need for student input), the faculty member will announce the intended course structure and cause for syllabus delay and provide their students the semester's course syllabus (print or electronic) by the Friday before the Drop/Grade Option (SU) Deadline. The syllabus can consist of multiple documents, but must contain, at a minimum, the following items:

- Course number, title, and credits

- Instructor name, office location, contact information, office hours
- Learning goals/course objectives
- Course description/overview
- Course requirements (projected assignments, examinations, presentations, due dates, etc.)
- Course materials (books, supplies, etc.)
- Grading policy
- Attendance policy
- Academic integrity policy.

Although faculty may amend their syllabus after a class has begun, students should be able to rely on consistency in course expectations, workload, attendance policies, and grading policies in a course over the semester. Faculty members will notify their students, with sufficient advanced notice and clear rationale, of any substantive changes to the syllabus.

Faculty will also include the following statements regarding institutional policies, as provided by Office of the Dean of the Faculty:

- Policy about accommodating students with disabilities and providing accessibility
- Conscientious religious observance policy
- Sexual and gender-based misconduct: Title IX statement.

Faculty are encouraged to include language addressing the topics below.

- Honor Code
- Diversity and inclusion.

#### B. Class Attendance

1. Instructors will make known to their classes **in their syllabi** their policy concerning the effect of absence on the student's grade. Students are not automatically entitled to a certain number of absences.

#### C. Grading

#### D. Policy to Appeal a Final Failing Grade

#### E. Peer Evaluations of Teaching