



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-183, SYLLABUS

**Covered Individuals:** Faculty

**Covered Locations:** All Locations

**Effective Date:** August 28, 2023

**Strategic Priority:** SP 1.1.a

**HLC:** 4.A.3

**Consultations:** VPASA, VPETF, Registrar, Director of FA, Faculty (Academic Affairs Committee), CELT Director, Academic Deans

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### POLICY STATEMENT

Every class instructor shall make available a tentative course syllabus to students one week prior to the first day of the course in the syllabus management platform; the syllabus will be consistent with the approved course objectives and catalog description.

### PURPOSE

A course syllabus is an important tool that allows a faculty member to communicate expectations to students, acquaint them with the course content, and outline the expected student learning outcomes. This policy has been developed to assist faculty in creating syllabi that facilitate students' ability to consistently find relevant resources (i.e., grade scale, policies, contact information, etc.) they may be taking from various departments and programs with UIU.

The course syllabus needs to include clearly articulated course learning objectives. It also should clearly explain to a student how their work will be assessed by showing the connection of the assignments to the learning objectives as well as the rationale for the grading used in the class.

All course syllabi shall be in accordance with curriculum committee-approved course proposals and with the course catalog descriptions in the Academic Catalog. All syllabi must meet university accessibility standards and use inclusive language. Faculty have the right to modify the course schedule and topics at a later point in the session, provided students are given sufficient and prompt notice of any such changes and such changes do not unduly penalize students.

Lastly, the syllabus plays a part in helping departments and programs assess which of the UIU Peacock Pillars and/or the General Education learning outcomes are being addressed in the courses being offered.

### DEFINITIONS

*Syllabus:* A document that specifies the expectations and requirements of a given course and protects the interests of faculty and students.

*Course Learning Outcomes (CLO):* Specific statements of what students will be able to do when they successfully complete a course.

*Program Learning Outcomes (PLO):* Specific statements of what students will be able to do when they successfully complete a program.

## POLICY IMPLEMENTATION

Every course must have an updated and relevant tentative syllabus posted in the syllabus management platform one week prior to the start of a session. Students may access an archive of syllabi in the Syllabus Library found in Simple Syllabus ([uiu.simplesyllabus.com](http://uiu.simplesyllabus.com)).

1. The LMS Administrator creates the session within the syllabus management platform for Fayette, Centers/Online, and Semester-Long once the Academic Calendar has been released for the upcoming academic year.
2. At minimum, two weeks in advance of the first day of class, the instructor must submit a tentative syllabus for every section they are assigned to teach. Departments may determine more specific timelines for instructors.
3. The syllabus management platform is available for students to review syllabi that have already been posted.
4. Faculty members must use the syllabus management platform to complete the required sections (that are not prepopulated) and include the minimum information (see table below) for each course.

Required Item	Explanation
Instructor Information	List names, office, and email addresses.
	Instructor Availability: In-person courses: provide office hours or explain the open-door policy. Online courses: clarify the instructor's response time to questions (e.g., 24 hours).
Course Description (prepopulated)	As stated in the Academic Catalog.
Course Materials (prepopulated with text materials from the bookstore)	List both the required and recommended texts and readings and where to locate the readings. List any special tools or supplies that are needed (e.g., calculators, software, art supplies).
Course Objectives (prepopulated)	The syllabus must list the approved course objectives.
Program Student Learning Outcomes	Learning outcomes should be stated in measurable terms and be aligned with the learning outcomes for the program (e.g., Major, Minor, General Education).
Course Requirements and Grading Criteria	Specify in detail the methods of evaluation, how those methods factor into the final grade, and the scale used to determine final grades. State how late assignments and extra credit opportunities (if any) are handled.
Course Schedules	Present the tentative weekly/daily (when needed) schedule, including assignment due dates and exam dates.
Course Expectations	List technology requirements, late work policy, class attendance, and communication guidelines.
UIU Policies (prepopulated)	Policies are listed in detail within the course content (e.g., Academic Accommodations, Emergency Directives, Copyright Compliance Statement).

5. The course requirements, expectations, and framework are embedded in the course syllabus. Any adjustment or alteration to the syllabus will result in an updated syllabus being provided to the students.

6. The syllabus management platform publishes the completed syllabus to the library once the syllabus is submitted by the instructor to assigned faculty members or Instructional Designers (which has been approved through the designated syllabi approval process).
7. Syllabi information will be incorporated into the new faculty orientation. Informing all faculty of this policy is the responsibility of department chairs.
8. Compliance with the policy statement will be monitored through the program review process.

**Confirmation of Syllabi**

The LMS Administrator will run a report to determine the presence of syllabi in all active course shells.

**CUSTODIAN**

Vice President for Academic and Student Affairs.

**RELATED DOCUMENTS, FORMS, AND POLICIES**

None.

**HISTORY**

<b>New/Revision Number:</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-183	May 17, 2023	New policy; approved by PC.