

Policy on Required Information for Course Syllabi

Date Proposed: February 24, 2011

Date Approved by CAPC: February 24, 2011

Date Approved by Provost: March 8, 2011

By the second class meeting, students in all courses except those given by individualized instruction or independent study must receive a course syllabus containing at least the following information.

- a) Course name and number
- b) Instructor's name, office location, office telephone number, email address, and scheduled office hours
- c) Required textbook(s)
- d) Student learning outcomes (including General Education goals if course is an approved
- e) General Education course)
- f) Evaluation policy
- g) Course outline
- h) Attendance policy
- i) Policies concerning granting of No Grade, violation of academic integrity, and violation of student code of conduct. Recommended statement: "For questions regarding Academic Dishonesty, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to their major department's handbook, the Undergraduate Course Catalogue, the Rams Eye View, or the University Web Site. Please understand that improper conduct in any of these areas will not be tolerated and may result in immediate ejection from the class."
- j) ADA policy statement. Recommended statement: "West Chester University will make accommodations for persons with disabilities. Consult the Office of Services for Students with Disabilities (ext. 3217) and bring the resulting documentation to the instructor."