

## Policy on Required Course Information, Evaluations, and Syllabi

**Date Proposed:** March 27, 2014

**Date Recommended by CAPC:** March 27, 2014

**Date Approved by Provost:** April 3, 2014

### A. Evaluations

1. Faculty teaching courses below the 400-level should examine student academic progress by means of at least three major evaluations during a semester. However, in a skill course, a student's grade may be determined by either: 1) three major evaluations; or 2) a combination of intermediate evaluations and a final evaluation consisting of a demonstration of "level of skill(s)" attained by the student. This policy does not apply to unique situations such as off-campus internships, field experiences, and research courses.
2. Faculty must inform students at the beginning of a course of the nature and number of evaluations.
3. The student is to be notified of the results of each evaluation in a timely fashion. Normally, this should be done prior to the next scheduled major evaluation.
4. One major evaluation should be given prior to the end of the eighth week of the semester or its equivalent during summer session. It is recommended that in 100-level courses, the first evaluation be given and the results returned prior to the end of the sixth week of the semester.
5. Faculty are required to retain the results of all evaluations, including final examinations, for a period of one full semester before discarding them.

### B. Final Exam Policy

1. Individual faculty members **MAY NOT** change published final examination times.
2. **No** final examination may be given outside of the scheduled final examination time.
3. Any course not having a final examination will meet as directed by the instructor during the scheduled examination time, for a continuation of the regular class work.
4. Any student who has **three or more** final exams scheduled for the same day may, no later than one week prior to the final exam time, work with the individual instructors to arrange alternative exam times.

### C. Course Information

By the second class meeting, all faculty must provide a course syllabus (in hard copy or in electronic form) to students in all courses except those taught by individualized instruction or independent study. A course syllabus **MUST** contain at least the following information:

1. Course name and number
2. Instructor's name, office location, office telephone number, email address, and scheduled office hours
3. Required and/or recommended textbook(s) and other materials

4. Student learning outcomes, including both course student learning outcomes and relevant student learning outcomes for the major or minor program. Student learning outcomes must be clear, observable, and measurable. They articulate what students should be able to do, achieve, demonstrate, and/or know upon completion of the course. Student learning outcomes must also show connection to programmatic student learning outcomes. Additionally, the syllabus should identify and provide information about the activities and/or assignments that will contribute to the development of these competencies/student learning outcomes. Click [here](#) to view the West Chester University Policy on the Assessment of Student Learning Outcomes within Academic Programs.
5. For approved [General Education courses](#), the syllabus must include a General Education statement that identifies the course as an approved General Education course (and as a W, I, or J course, as appropriate), a listing of the general education goals/student learning outcomes to which the course contributes (as previously approved by CAPC), and information about the class activities and/or assignments that will contribute to the development of each of these goals. Click [here](#) to view the CAPC cover sheets that identify the requirements for all general education courses, including an approved General Education statement.
6. Evaluation policy
7. Course outline
8. Attendance policy
9. 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/Graduate Course Catalog*, the *Ram's 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."
10. ADA policy statement: "If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University's Services for Students with Disabilities(OSSD), please contact the OSSD which is located at 223 Lawrence Center. The OSSD hours of Operation are Monday – Friday 8:30 a.m. – 4:30 p.m. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is [ossd@wcupa.edu](mailto:ossd@wcupa.edu), and their website is at [www.wcupa.edu/ussss/ossd](http://www.wcupa.edu/ussss/ossd)."
11. E-mail policy statement. Recommended statement: "It is expected that faculty, staff, and students activate and maintain regular access to University provided e-mail accounts. Official university communications, including those from your instructor, will be sent through your university e-mail account. You are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course."