



Course Syllabus Policy

Effective:	[Leave this date blank.]
Prior Versions:	[Insert prior revised and original dates, if applicable.]
Responsible Office:	The Office of the Provost administers this policy working with deans, department heads, and faculty.
Review By:	[Date will be assigned by Executive Policy Committee]

I. PURPOSE

A syllabus policy supports the University’s commitment to setting clear expectations regarding course requirements and student performance within a course, which fosters student success.

II. POLICY

Each instructor is required to provide a course syllabus in written or electronic form to every student in each section of each course taught (including individualized courses), regardless of course delivery mode, no later than the first day of class. The syllabus is a statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. An electronic copy, available to students, must be retained by the department office, and must be posted to the appropriate “shell course” in the university-approved LMS. In order to help students complete the course to the best of their abilities, the syllabus must contain:

- a. Course identifier information including: course number and section number; course title; course reference number; “hybrid” or “online” and/or “1st half term” or “2nd half term,” for courses that fall into these categories; course credit hours; date and time of the exams; and correct semester identifier (e.g., spring 2024).
- b. The name of the instructor of record and contact information (Office location, Phone, AUM email, etc.)
- c. The location and meeting times of all class meetings if face-to-face or hybrid.
- d. Date, time and location for all regularly held office hours.
- e. Required texts and/or readings, with full bibliographic information.
- f. A list of all course learning goals and objectives and for university core classes, the student learning outcome addressed in the course.
- g. A detailed explanation of how the student’s final course grade will be determined with a list of all regular assignments, quizzes and exams and their contribution (either in points or percentages) toward the final course grade.

- h. A statement concerning the consequences of academic dishonesty and a reference to the academic honesty policy
- i. A clear statement of the instructor's attendance policy.
- j. A clear statement regarding instructor's policy regarding late work, and make-up of missed assignments, exams, etc.
- k. A Disabilities Accommodations Statement approved by the university.
"All students with documented disabilities who are enrolled at AUM may request reasonable accommodations through the Center for Disability Services. If you need accommodations or accessibility resources, contact CDS at (334) 244-3631 or [cgs@aum.edu](mailto:cds@aum.edu) so that such accommodations can be considered. If you have already established your accommodations with CDS, please meet with your instructor to discuss the provisions of those accommodations as soon as possible. For more information or to submit a request, visit www.aum.edu/cds."
- l. A university-approved statement about tutoring services on campus under the heading "Free Academic Support." All students have the opportunity to receive free academic support at AUM. Visit the Learning Center (LC) in the WASC or the Instructional Support Lab (ISL)."
- m. A university-approved statement regarding technology assistance available to students.
"Students may seek technology assistance from the ITS Help Desk."
- n. An outline of the material to be covered over the course of the term with a calendar that clearly lays out assignments, due dates, and the last day to drop a course.
- o. A statement regarding Curtiss Course Critiques and the date the instructor wishes to allow students 15 minutes of class time (in face to face and hybrid courses) to complete course evaluations online using their mobile devices, tablets, laptops, or other appropriate device. This date must fall within the timeline provided by the Office of Institutional Effectiveness.

III. PROCEDURES

1. No later than two (2) weeks prior to the beginning of each semester and, using the guidelines provided in the policy, each faculty member and/or instructor will design a syllabus for each course and/or independent study they are teaching and present it to their department chair for review and approval.
2. Prior to the beginning of the semester the department head or their designee will review the syllabi for compliance and note, on departmental copy of syllabus, that a review has been conducted and syllabus meets guidelines.
3. An electronic copy of each syllabus for each semester will be kept on file within the department.

IV. SANCTIONS

A first violation of this policy will normally result in a warning but may result in an adverse evaluation during a faculty member's annual evaluation. Repeated violations of this policy will result in progressively higher sanctions.