Course Information Policy

Prior to the end of the second week of the semester, the instructor will distribute to each student in each course and section a written and dated course syllabus, which must contain at least the following information:

1. The instructor’s name, office location, office hours, email address and telephone extension.
2. Official course description.
3. Course goals and learning objectives.
4. The course requirements for assessment such as papers, projects, and examinations (with due dates if possible). These assessments should be clearly tied to the course learning objectives listed in number 3 above.
5. The instructor’s attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
6. A list of texts for the course, indicating which are required and which are optional.
7. A statement on whether or not a final examination will be given and, if given, whether it is required or optional.
8. The method by which the student’s final grade in the course will be determined.
9. The instructor’s policy on work handed in late, makeup examinations, and the like.
10. Any special rules, regulations, or procedures of the course.
11. A statement indicating that each student is responsible for completing all course requirements and for keeping up with all that goes on in the course (whether or not the student is present).

Instructors who develop course requirements as the semester goes along will so indicate on the syllabus. Once requirements have been established, students will receive a written and dated copy of them and of the method by which the final grade will be computed. This statement will be distributed prior to the end of the twelfth week of the semester.

If in the professional judgment of the instructor it is necessary to modify course requirements during the semester, students will be given a written and dated copy of the modifications. Such modifications will be consistent with the nature and purpose of the course.

A student who believes that the Course Information Policy has not been followed should bring the matter first to the instructor; second, if necessary, to the Department Chairperson; third, to the School Dean; thereafter, to the Vice President, Academic Affairs; and, ultimately, to the President.