

2-27-2014

SR-13-14-56 BAPC

Marshall University

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**BUDGET & ACADEMIC POLICY
COMMITTEE
RECOMMENDATION**

SR-13-14-56 BAPC

Recommends that The Marshall University Board of Governors Policy AA-14 be revised to include the following language. Please see attached. The changes are marked in red.

RATIONALE:

The committee devoted considerable time discussion of the issues raised regarding late hires or appointments. Since some classes meet only once or twice a week, any delay in providing a syllabus may place a student who wishes to drop in a difficult position. The committee felt that the Chair of the department in which the course resides is in the best position to assist and resolve issues arising from instructor appointments made late.

Section 2.2.1 covers specialized courses.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE:

Eldon R. Larse DATE: 2-27-2014

DISAPPROVED BY THE
FACULTY SENATE:

DATE: _____

UNIVERSITY PRESIDENT:

APPROVED:

[Signature]

DATE:

3/6/14

DISAPPROVED:

DATE: _____

COMMENTS:

MUBOG AA-14

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-14

COURSE SYLLABUS

1 General Information.

1.1 Scope: Academic policy regarding content and distribution of course syllabus.

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: August 14, 2012

1.4 Effective Date: Upon Passage

1.5 Controlling over: Marshall University

1.6 History: This policy amends a previous version of AA-14 approved by the Board on March 8, 2006.

2 Policy

2.1 On the first day of each course (see 2.2 Exceptions), the instructor must provide each student with a syllabus that provides the following information:

2.1.1 Course name, number, and current catalogue description.

2.1.2 Instructor's name, office location, phone, e-mail address and office hours.

2.1.3 List of all required texts.

2.1.4 Attendance policy.

2.1.5 Grading policy.

2.1.6 Due dates for major projects and exams.

2.1.7 Course description from most recent catalog.

2.1.8 Course student learning outcomes

2.1.9 Schedule of class sessions and assignments.

2.1.10 Grid showing the following relationships: how each course student learning outcome will be practiced, and assessed, in the course.

2.1.11 Link to Official University Policies located on Academic Affairs' website.

2.1.12 Semester course meets, e.g. spring 2012.

2.1.13 Time course meets, e.g. M/W/F 1:00 – 1:50.

2.1.14 Course location.

2.2 Exceptions

2.2.1 This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships and medical clerkships.

2.2.2 Exceptions to Section 2.1 will be approved by the Department Chair in cases where an instructor appointment is made late for a course. Backdated course withdrawals and additions resulting from late syllabi distribution will be handled by the Department Chair granting the exception to Section 2.1.

2.3 Colleges may develop more detailed requirements concerning the content of the syllabus.