

4-30-2012

SR-11-12-(22) 60 BAPC

Marshall University

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**BUDGET AND ACADEMIC POLICY COMMITTEE
RECOMMENDATION**

SR-11-12-(22) 60 BAPC

Recommends that the MU Board of Governors Policy No. AA-14 Course Syllabus be revised as follows with new language indicated with **bold** font and deleted language indicated with ~~strikethrough~~.

**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: March 8, 2006

1.4 Effective Date: Upon passage

1.5 Controlling over: Marshall University

1.6 History: A long standing policy of the University. **Revised by the Budget & Academic Policy Committee, 04/26/12.**

2 Policy

2.1 During the first two weeks of semester classes (3 days of summer term), the instructor must provide each student a copy of the course requirements which includes the following items:

2.1.1 Course name and number.

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 ~~Description of general course content.~~ **Course description from most recent catalog.**

2.1.8 ~~Course objectives and outcomes.~~ **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 This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships and medical clerkships.

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

RATIONALE:

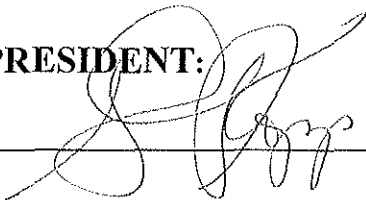
The recommended changes in the policy, renders the language more specific.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE:  DATE: 4/30/12

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED:  DATE: 6/6/12

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

