

The syllabus for each credit-bearing course offered shall include certain standardized elements. These elements must be included in the syllabus distributed to students at the start of the course and must be consistent with the corresponding elements approved by the Curriculum Committee.

Faculty shall submit a copy of their syllabi to the academic program office which will in turn submit all program syllabi to the Office of Institutional Research and Assessment for archiving. Academic Programs should also retain copies of their respective syllabi. The faculty member teaching the course shall prepare the syllabus in compliance with the academic program's curriculum. The course syllabus should include the following elements.

A. Administrative

- a. Subject Code and Course Number
- b. Course title
- c. The number of credit hours
- d. Instructor information (name, contact information (office location, office telephone, email address))
- e. Instructor office hours (See Faculty Office Hours policy)
- f. Term /Year
- g. Class schedule (for example. Monday, Wednesday, Friday, 8:30 AM – 9:20 AM)
- h. The prerequisites and co-requisites for the course
- i. Course description (Note: The course description should be included word for word from the University-approved course descriptions as published in the AUA Catalog.)
- j. Schedule of class sessions and/or topics
- k. Late policy - Assignments
- l. Make up policy/procedures
- m. Policy on Grade appeal, linked to the policies web page
- n. Standards for Academic Integrity, linked to the Student Code of Ethics and Student Code of Conduct
- o. Provisions for special needs, linked to the appropriate web page

B. Academic

- a. Schedule and Topics
- b. Course-based Student Learning Outcomes (mapped to Program Student Learning Outcomes and Program Goals)
- c. Description of how the course will be taught (e.g. lecture, lab, lecture/lab, distance, etc.)
- d. Methods of Evaluation. Statement on how the students will be evaluated (e.g. class participation, assignments, exams, papers, etc)
- e. Library and media/technology Use / resources
- f. Other relevant information

Any changes to the syllabus, including changes in method of evaluation, must be communicated in writing (via email or by posting to the Moodle site) and explained in class to students.

Related Documents

Course Syllabus Template

Faculty Office Hours

Grade Policies

Course Descriptions for AUA Catalog