

Office/Contact: Office of Academic Affairs

Source: SDBOR Policy 4:41; Academic Affairs Guidelines I:J; University Policy 2:4

Link: <https://www.sdbor.edu/policy/documents/4-41.pdf>; <https://www.sdbor.edu/administrative-offices/academics/aac/Pages/Guidelines.aspx>; <http://www.sdstate.edu/policies/upload/Student-Academic-Integrity-and-Academic-Appeals.pdf>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Course Syllabus

NUMBER: 2:3

1. Purpose

The purpose of this policy is to specify the required and optional components to be included in course syllabi.

2. Policy

- a. It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards, and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. A current syllabus for each course is maintained in the Dean's office of each respective college or in the office(s) of other academic administrators designated by the Dean.
- b. Required Course Syllabi Components
 - i. Course Prefix, Number, Title, Credit Hours
 - ii. University Name
 - iii. Academic Term, Year
 - iv. Course Meeting Time and Location
 - v. Instructor's Contact Information: Name, Office Location, Office Hours, Phone Number(s), Email Address
 1. Office Hours and Availability to Students/Colleagues: Faculty, including unit members, will establish sufficient office hours to be available for student conferences and other client and colleague related duties. Faculty, including, unit members have a responsibility to post office hours and to inform the department where they can be reached during those office hours if they must be absent. Faculty will also make reasonable efforts to respond to student inquiries via email in a timely manner.
 - vi. Course Description: catalog description, additional course description (optional)
 - vii. Course Prerequisites: previous courses/experience, technology skills
 - viii. Description of Instructional Methods
 - ix. Course Requirements: required textbook(s) and other materials, supplementary material, class attendance policy, make-up policy, key deadlines (i.e., drop/add dates, assignment due dates).

- x. Course Goals: Include specific reference to System General Education Goals, if applicable.
- xi. Student Learning Outcomes
- xii. Evaluation Procedures: Assessments (tests, projects, assignments, etc.), Performance standards/grading policy
- xiii. ADA Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact Nancy Hartenhoff-Crooks (or successor) Coordinator of Disability Services (605-688-4504 or Fax, 605-688-4987) to privately discuss your specific needs. The Office of Disability Services is located in room 065, the University Student Union.
- xiv. Tentative Course Outline/Schedule
- xv. Freedom in Learning Statement: Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any courses of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the instructor of the course. If the student remains unsatisfied, the student may contact the Department Head, Dean, or both, of the college which offers the class to initiate a review of the evaluation.
- xvi. Student Academic Integrity and Appeals: The University has a clear expectation for academic integrity and does not tolerate academic dishonesty. University Policy 2:4 sets forth the definitions of academic dishonesty, which includes but is not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty, misrepresentation, and other forms of dishonesty relating to academics. The policy and its procedures also set forth how charges of academic dishonesty are handled at the University. Academic Dishonesty is strictly proscribed and if found may result in student discipline up to and including dismissal from the University.

c. Optional Course Syllabi Components

- i. Veterans and Active Duty Military Personnel: Veterans and Active Duty Military Personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, and other qualifying needs) are welcome and encouraged to communicate these, in advance if possible, to the instructor in order to address attendance requirements or other actions in accordance with SDBOR and University policies and procedures.
- ii. Late to Class statement (the following paragraph is suggested to be added to course syllabi and can be modified to fit expectation of the instructor (i.e., the times below are flexible)):

All members of the class should make every effort to arrive on time. In the event that I am going to be late, due to circumstances beyond my control, I will, if possible, notify the department and ask that someone be sent to apprise you of the situation. If such notification is not possible, please remain in the class for _____ * minutes beyond the scheduled start time. If I have not yet arrived, and if no emissary of the department has informed you otherwise, class will be cancelled and you will be free to leave. *Recommended times: 15 minutes for a 50-minute class; 25 minutes for a 75-minute class.

- iii. Children in class: Per SDBOR policy 4:41, children are not allowed in work areas, hallways, libraries, lounges, areas adjacent to classrooms, laboratories, or offices except under brief or exceptional circumstances during the standards working hours. As a general rule, students should not bring children to class, however, if an emergency situation occurs exceptions can be made with prior approval of the faculty member.
 - iv. Use of Clickers (use this statement if clickers are required in the course):
If you are a student with a disability that makes the use of a standard “clicker” device difficult or impossible, please do not buy a device at the University bookstore. Instead please contact Instructional Design Services (IDS) at 605.688.6312. IDS will assist you in obtaining an accessible version of the technology to fit your needs.
- d. Use of D2L: To support teaching and learning, all faculty are required to post to D2L (Desire to Learn) the syllabus and instructor contact information for their respective course(s). This is considered minimum usage and expanded use of D2L is desired; exceptions to this requirement are considered for select courses. Submit request for exceptions to the department head and dean.

3. Procedures

- a. Instructors will distribute the required syllabus including all required components to students in the course on or before the first scheduled day of class.
- b. Instructors will submit a copy of the syllabus to the Dean or Dean’s designee on or before the first day of the course.
- c. Syllabus modifications shall be timely and provided to students and the Dean or Dean’s designee.
- d. The Dean or Dean’s designee shall retain and maintain syllabi in conformity with the SDBOR Record Retention regulations and amendments thereto.

4. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor, or designee is responsible for bi-annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

SOURCE: Approved by President on 08/19/2013.

Revised, approved by President on 12/17/2013.

Revised, approved by President on 09/22/2014.