

Southwestern University

SYLLABUS INFORMATION - IMPORTANT

It is important to distribute a detailed syllabus to students for each course each semester. **As stated in the *Faculty Handbook*, a copy of the syllabus for every course should be filed each semester with the department/program chair.** As you know, grade disputes between faculty and students are much more easily resolved when a detailed syllabus has been made available.

According to the *Faculty Handbook*, each syllabus should include the following:

- ⇒ **an orientation to the course**, including student learning outcomes, topics to be covered, expectations for individual or collaborative work, tentative dates for tests and assignments and expectations regarding work load;
- ⇒ **attendance policy**, including the University's policy on absences due to religious and cultural traditions; the more specific your attendance policy is, the better – especially if you plan on implementing the involuntary withdrawal option;
- ⇒ **grading policy** (what percentage tests, papers, attendance, class participation, etc. count toward the course grade);
- ⇒ **required activities outside the normal class period** (including tests, lectures, field trips, performances, and other events).

Refer to the section *Academic Rights for Students* in the *Faculty Handbook* for additional information. We have agreed as a faculty that the design of each of our courses should conform to these guidelines.

It is also helpful to include any special instructions regarding what you consider academic dishonesty in your class. You may contact the office of the Dean of Students, for further information about the University's Honor Code.

It is also advised that you include the following statement about accommodations for students with disabilities:

Southwestern University will make reasonable accommodations for persons with documented disabilities. Students should contact the Center for Academic Success to determine their eligibility to receive accommodations.

If you have any questions regarding the preparation of syllabi, particularly in regard to discipline-specific matters or about the *Academic Rights for Students*, you should confer with your department or division/school chair.