Syllabus Requirements
July 2015

- At the beginning of each semester, students must be given a syllabus, either in hard copy or electronically.
- If you revise your syllabus during the semester, you must circulate the revisions in writing to all students in the course.
- You must send an electronic copy of your syllabus to the department secretary.

Course syllabi must contain the following information:

A. Title of course
B. Number of credit hours *
   * Please note: Credit hours assigned reflect both classroom instruction time and expected outside preparation/study time and must comply with SUNY’s credit hour policy. Verification of compliance is a component of Middle States’ reaccreditation review.
C. Instructor’s name and contact information
D. Times and locations of office hours
E. Course description
F. Student Learning Outcomes (SLOs): SLOs are statements that specify what students will know or be able to demonstrate when they have completed a course and describe observable and measurable actions or behaviors.
   Bloom’s Taxonomy of Educational Objectives (published in 1956 and revised in 2001) provides a format to express SLOs in a way that reflects cognitive skills, affective skills and psychomotor skills. (A summary of Bloom’s Taxonomy of Learning Domains is available here.)
   You can find a sampling of SLO resources at:
   www.oucom.ohiou.edu/fd/writingobjectives.pdf
   assessment.aa.ufl.edu/slo-components
   http://www.aallnet.org/Archived/Education-and-Events/cpe/outcomes.html#_ftn1
G. Reading materials
H. Summary of topics to be covered
I. Schedule of class meetings, assignments, quizzes, papers, and examinations.
J. Grading information: Grades should reflect levels of student achievement with respect to the student learning outcomes presented in the syllabus. It is important that students receive timely, formative feedback so they can gauge their progress in the course and have an opportunity to improve their performance before receiving a final, summative grade.
   1. Explanation of course grading policies
   2. Method of determining the final grade, including relative weight of each assignment
K. Last day of the semester to withdraw from a course without receiving a penalty grade. In the fall 2015 semester, the date is October 30; in the spring 2016 semester the date is April 1.

L. Attendance statement. The number of allowed absences in a course is at the discretion of the instructor. If the instructor penalizes students for unexcused absence from class, this policy must be stated in the course outline.

M. Campus-wide Policy Statements

1. Academic integrity policy statement

2. Reasonable accommodation of individuals with disabilities statement. This language is recommended: Any student who will need classroom and/or testing accommodations based on the impact of a disability should contact the Disability Resource Center, Student Union, Room 210, 845-257-3020. The DRC will provide for your instructors an Accommodation Memo verifying the need for accommodations. Students are encouraged to request accommodations as close as possible to the beginning of the semester.

2. Identity verification policy statement for online courses

   Also note Computer Services’ acceptable-uses policy, which states: Use of the computer resources and network facilities generally requires that you have a valid user account. You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.

N. Information on electronic SEIs, which students are encouraged to complete. The fall 2015 end-of-semester SEIs will be administered November 30–December 10; spring 2016 end-of-semester SEIs will be administered April 21-May 5. To elicit a robust student response to the online SEI, you might consider using this statement in your syllabi: You are responsible for completing the Student Evaluation of Instruction (SEI) for this course and for all your courses with an enrollment of five (5) or more students. I value your feedback and use it to improve my teaching and planning. Please complete the form during the open period on-line [add dates].