Syllabus Requirements
July 2016, rev. October 2016

- At the beginning of each semester – ideally, no later than the second class meeting – 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 by the end of the second week of classes.

Course syllabi must contain the following information:

A. Title of course

B. Number of credit hours *

* Please note: Credit hours assigned to a course reflect both classroom instruction time and expected outside preparation/study time. All credits awarded by the College must comply with NYSED and SUNY definitions and policies, and verification of such compliance is a component of Middle States' reaccreditation review. For reference, New Paltz's credit hour policy — which incorporates and expands upon SUNY's credit hour policy — can be found on Academic Affairs’ homepage.

C. Instructor’s name and contact information

D. Times and locations of office hours

E. Course description (as it appears in the current catalog)

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. These resources are especially helpful:

https://tips.uark.edu/using-blooms-taxonomy/
http://assessment.aa.ufl.edu/Data/Sites/22/media/slo/slo_guide_2-4-13.pdf

G. Reading materials

H. Summary of topics to be covered

I. Schedule of class meetings, assignments, quizzes, papers, and examinations. Include information about proctoring requirements, if relevant.

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 2016 semester, the date is **November 4**; in the spring 2017 semester the date is **March 31**.

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:** Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action. New Paltz’s policy on academic integrity is found at [http://www.newpaltz.edu/ugc/policies/policies_integrity.html](http://www.newpaltz.edu/ugc/policies/policies_integrity.html), and several excellent resources to help with avoiding plagiarism are available on the Sojourner Truth Library’s website: [http://lib.newpaltz.edu/assistance/plag.html](http://lib.newpaltz.edu/assistance/plag.html).

2. **Reasonable accommodation of individuals with disabilities statement:** Students needing classroom and/or testing accommodations related to a disability should contact the Disability Resource Center (Student Union, Room 210, 845-257-3020) as close as possible to the beginning of the semester. The DRC will then provide students’ instructors with an Accommodation Memo verifying the need for accommodations. Specific questions about services and accommodations may be directed to Deanna Knapp, Assistant Director (knappd@newpaltz.edu).

3. **Veteran and Military Services statement:** New Paltz’s Office of Veteran and Military Services (OVMS) is committed to serving the needs of veterans, service members and their dependents during their transition from military life to student life. Student veterans, service members or their dependents who need assistance while attending SUNY New Paltz may refer to [www.newpaltz.edu/veterans](http://www.newpaltz.edu/veterans); call 845-257-3120, -3124 or -3074; or stop by the Student Union, Room 100 South.

4. **Computer and network policies statement:** Users of New Paltz’s computer resources and network facilities are required to comply with the institutional policies outlined in the Acceptable Uses and Privacy Policy ([https://sites.newpaltz.edu/csc/policies/acceptable-uses-and-privacy-policy/](https://sites.newpaltz.edu/csc/policies/acceptable-uses-and-privacy-policy/)).

5. **Identity verification policy statement for online courses:** New Paltz’s Online Identity Verification Policy is designed to verify that students enrolled in our online courses and/or programs are the ones who take the courses, complete the programs, and receive the academic credit. See [http://www.newpaltz.edu/ugc/policies/policies_onlineverification.html](http://www.newpaltz.edu/ugc/policies/policies_onlineverification.html) for the complete policy.

N. **Information on electronic SEIs, which students are encouraged to complete.** The fall 2016 end-of-semester SEIs will be administered **November 30–December 14**; spring 2017 end-of-semester SEIs will be administered **April 26-May 10**. To elicit a robust student response to the online SEIs, 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 online form during the period [add dates].

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