

Syllabus Requirements

(rev. August 2021)

We strongly encourage faculty to use the [Accessible Syllabus Template](#)¹, which fulfills the syllabus requirements listed below and is ADA compliant. Replacing placeholder text and filling in placeholder spaces should result in a syllabus that is fully accessible². *Annotations in the template provide further explanation and detail regarding required syllabus components.*

Maintaining Public Health - Required Syllabus Statement

The required *Maintaining Public Health* syllabus statement appears in the Accessible Syllabus Template and in [Faculty Resource Fall 2021](#).

[New York State Education Department \(NYSED\) requires that all syllabi include the following:](#)

- course description
- course objectives and expected student learning outcomes³
- prerequisites and corequisites
- credits allocated⁴
- assignments
- method of assessing student achievement, including the assessment rubrics at the course and project levels
- basis of grade determination
- bibliographic and other resources
- other course policies related to integrity of credit (e.g., attendance, late/missed work, etc.)
- faculty/instructor

¹The Accessible Syllabus Template is posted on the following websites: [Remote Resources](#), [Academic Affairs](#) (see *Instructional Resources*), [Faculty Development Center](#) (see *Resources*), and the Curriculum Committee's Blackboard community (see *Information*).

²After entering content in the syllabus template, please remember to check your document with the Microsoft accessibility checker to make sure that the editing process did not inadvertently cause any errors or warnings.

³Include a bulleted list of *observable, measurable actions or behaviors* that describe what students will know or be able to do when they have successfully completed the course. (The [University of Arkansas](#) and [University of Florida](#) provide helpful resources.) Syllabi for *Diversity* and *Writing Intensive (WI)* courses should include the [WI Common Student Learning Experiences](#) and [Diversity SLOs](#), as appropriate.

⁴All 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, see [New Paltz's credit hour policy](#).

[Campus-wide policies](#): Instead of listing individual policy statements in syllabi, faculty may insert [this link](#), which will also be included in the *2021-2022 Student Handbook*. Students must acknowledge reading the posted policies and pledge to adhere to them and to requirements outlined in the course syllabus in each of their classes.

Please remember:

- 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 and/or chair by the end of the second week of classes.