Syllabus Requirements

(July 2023)

We strongly encourage faculty to use the **Accessible Syllabus Template**,[1] which fulfills New York State's syllabus requirements (listed below) and is ADA compliant. Replacing placeholder text and filling in placeholder spaces should result in a syllabus that is fully accessible.[2] *Annotations in the template provide further explanation and detail regarding required syllabus components.*

Taking Care: Illness and Absences

This section of the Accessible Syllabus Template includes links to **campus COVID-19 information**, related **FAQs**, and the **Student Health Service website**. The same content also appears on **Academic Affairs' policies page for students**. To ensure that this guidance is readily available to students, faculty are advised to include the full text in their syllabi.

New York State Education Department (NYSED) requires that all syllabi include the following items:

- course description
- course objectives and expected student learning outcomes[3]
- prerequisites and corequisites
- credits allocated[4]
- 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 information

and demonstrate that at the course level the requirements for expected time on task meet New York State requirements, that all work for credit is college-level, of the appropriate rigor, and that credit will be granted only to students who have achieved stated learning objectives.

The Accessible Syllabus Template also includes these optional statements, which we recommend faculty consider:

- Basic Needs
- Names & Pronouns (note SUNY's **Chosen Name and Pronouns policy**)
- Generative AI Tools & ChatGPT (if appropriate for your course, you may address the use, restriction, or prohibition of generative AI tools such as ChatGPT. Avoid overly broad

language that may prohibit students' use of spellcheck, PowerPoint Designer, or other such AI tools.)

Campus Policies

Inserting a link to the **campus policies page** saves space in syllabi and ensures that policy language is accurate and up to date. The link is also published in the current *Student Handbook* and included on an Acknowledgment in *my.newpaltz.edu* that students must sign before each semester. By signing the Acknowledgment, students affirm that they have read and will adhere to the academic policies listed on the linked page as well as requirements outlined in the course syllabus in each of their classes.

Please remember:
- At the beginning of each semester – no later than the second class meeting – a syllabus must be provided to students on paper or made available electronically in D2L Brightspace as a single document in any easily accessible format (e.g., pdf or Word).
- If you revise your syllabus during the semester, you must provide the changes on paper or electronically in D2L Brightspace and notify 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.

1The Accessible Syllabus Template is also published on **Academic Affairs'** website (see *Instructional Resources*) and linked from the **Faculty Development Center** website (see *Resources).*

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 courses designated for General Education and *Writing Intensive (WI)* credit should include the required General Education SLOs (**GE 4**, **GE 5**), and **WI Common Student Learning Experiences**, as appropriate.

4All credits awarded by the University 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**.