

400 ACADEMIC INSTRUCTIONAL INFORMATION

401 Class Organization

401.01 Course Syllabus

All teaching faculty shall provide at or before the first meeting of a class, each term, a copy of a course syllabus to each student in their classes. The syllabus may be distributed either in print or electronically. Also, a copy of each syllabus shall be provided the departmental office no later than the end of the first week of class.

Course syllabi shall contain the following items of information:

1. complete course title and number; name of professor; term, year;
2. statement of faculty member's accessibility to students outside of class (e.g., office hours, telephone number);
3. prerequisites (if any) for the course;
4. course objectives that specify measurable and/or observable student learning outcomes. These learning outcomes should state course objectives in language that makes explicit the knowledge and skills students should have after completing the course. Consequently, these objectives may be quantitative or qualitative, as appropriate for the learning outcomes. The learning outcomes for general education courses are available at www.gsu.edu/~wwwfhh/goals.doc as approved by the GSU Senate 2/13/04.
5. course assignments (e.g., required readings and activities) and due dates;
6. specific course requirements (e.g., written and oral tests and reports, research papers; performances). In cross-listed undergraduate and graduate classes, the course requirements will specify any projects and/or other activities required specifically of graduate students taking the course and the criteria by which student work will be judged that differentiate graduate-level from undergraduate-level work;
7. grading policy: how the final grade is to be determined with respect to the weights assigned to various course requirements;
8. **attendance policy** (see current University general Catalog for University guidelines). Syllabi should state specific requirements for attendance including requirements for the frequency and kind of participation by designated channels;
9. list of text(s) or other required course materials;
10. **make-up examination policy**;
11. all syllabi should include the following statement: **"The course syllabus provides a general plan for the course; deviations may be necessary."**
12. **all syllabi should refer to the Policy on Academic Honesty** ([Section 409](#)).

(Passed by the Senate Committee on Faculty Affairs, 1996) <http://www2.gsu.edu/~wwwfhh/fhh.html>