Syllabus Statement – Faculty Senate

Annual Email from the Faculty Senate Office
Syllabus Statement or Syllabus Template – Required, Recommended, or Encouraged

The Faculty Senate’s Professional Concerns Committee recommends all instructors include the following in each syllabus they prepare:

Students are responsible for making themselves aware of and understanding the University policies and procedures that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. The academic policies addressing Student Rights and Responsibilities can be found in the Undergraduate Catalog at http://catalog.wmich.edu/content.php?catoid=24&navoid=974 and the Graduate Catalog at http://catalog.wmich.edu/content.php?catoid=25&navoid=1030. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s) and if you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

Students and instructors are responsible for making themselves aware of and abiding by the “Western Michigan University Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures” related to prohibited sexual misconduct under Title IX, the Clery Act and the Violence Against Women Act (VAWA) and Campus Safe. Under this policy, responsible employees (including instructors) are required to report claims of sexual misconduct to the Title IX Coordinator or designee (located in the Office of Institutional Equity). Responsible employees are not confidential resources. For a complete list of resources and more information about the policy see www.wmich.edu/sexualmisconduct.

In addition, students are encouraged to access the Code of Conduct, as well as resources and general academic policies on such issues as diversity, religious observance, and student disabilities:
- Office of Student Conduct www.wmich.edu/conduct
- Division of Student Affairs www.wmich.edu/students/diversity
- Registrar’s Office http://www.wmich.edu/registrar/calendars/interfaith
- Disability Services for Students www.wmich.edu/disabilityservices.

In addition, there are three Memoranda of Action (MOAs) that address syllabi:

The first indicates what is required on a syllabus http://wmich.edu/facultysenate/policy-moas/moa0504-instructors-required-to-provide-course-syllabi-final.pdf

MOA-05/04
The Undergraduate Studies Council recommends that instructors be required to provide course syllabi as follows:

Each instructor is required to make available to students a course syllabus that shall contain a basic course description, course objective, course requirements and policies, grading criteria and instructor contact information. Instructors are encouraged to include a tentative schedule indicating when various topics will be addressed, and when quizzes, exams and due dates for assignments shall occur. Instructors are further encouraged to include in their syllabi basic university policies regarding academic conduct, human rights, diversity, and students with disabilities.

The second indicates what is recommended on a syllabus http://wmich.edu/facultysenate/policy-moas/moa1102-syllabus-template-final.pdf

MOA-11/02
In keeping with a recommendation of the Higher Learning Commission: North Central Association that “faculty members communicate course requirements to students through syllabi,” the Faculty Senate recommends that syllabi for all undergraduate and graduate courses contain the following:
1. The name of the instructor assigned to teach the course, with the instructor’s contact information (including email address) and office hours.
2. The name of the course exactly as it appears in the course catalog.
3. Course location, room, building and meeting time, if applicable.
4. Required textbooks and supplies.
5. Recommended readings, if applicable.
6. The description of the course from the course catalog, including prerequisites.
7. The objectives, goals and outcomes of the course.
8. The general education area or proficiency the course fulfills, if applicable.
9. A calendar of the scheduled meetings, including date/time/location of the final exam, with the subject of the lecture/discussion/reading/activities for each date, and/or a list of outline activities. (the syllabus may note that the subjects could be revised.)
10. Due dates for assignments and what each assignment is worth out of the total grade. (the syllabus may note submission deadlines could be revised.)
11. A grading scale. (the syllabus may note the grading scale could be revised.)
13. University policies regarding academic honesty, religious observance, reasonable accommodation for physical or learning disabilities and whether the instructor will use plagiarism detection software such as “Turnitin.”
14. How to determine if there will be an Instructor and Course Evaluation System (ICES) evaluation of the course for that semester and, if so, how to access the evaluation.

The third pertains to the General Education Policy and **required** syllabi for courses coming to the Committee to Oversee General Education for review [http://wmich.edu/facultysenate/policy-moas/moa1211-coge-and-syllabi-final.pdf](http://wmich.edu/facultysenate/policy-moas/moa1211-coge-and-syllabi-final.pdf)

**MOA-12/11**
The Undergraduate Studies Council, in consultation with the Committee to Oversee General Education, recommends this revision to Item #4 in the WMU General Education Policy’s section on Criteria for Selecting and Evaluating General Education Courses/Criteria Applicable to All Courses:

MOA-12/11 was approved by the Faculty Senate on 1 November, 2012 and by WMU Administration on 7 December 2012, such that the current policy reads:

**General Education Policy**

**Criteria for Selecting and Evaluating General Education Courses**

**Criteria Applicable to All Courses**

4. All courses included in general education must have syllabi consistent with the syllabus template adopted by the Faculty Senate on October 6, 2011 in MOA-11/02. (See Appendix.) Syllabi and other related materials must be made available to the Committee to Oversee General Education (COGE) as part of the request for a course to be granted general education status.