TO: All WMU Instructors

FROM: Tim Greene, Provost and Vice President for Academic Affairs

DATE: August 9, 2010

SUBJECT: Course Syllabi

In the spring of 2005, the Faculty Senate recommended, and the Provost’s Office approved, a memorandum of action that states:

*Each instructor is required to make available to students a course syllabus that shall contain a basic course description, course objectives, 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.*

Further, in the spring of 2010, the Committee to Oversee General Education recommended, and the Undergraduate Studies Council discussed the following additional information for inclusion on all course syllabi:

1. Name of course as it appears in the Undergraduate Catalog;
2. Course description, as given in the Undergraduate Catalog;
3. The general education area or proficiency fulfilled by the course, if it is an approved course for general education; and
4. A clearly articulated attendance policy and expectations of classroom etiquette.

As you prepare your fall course syllabi I would appreciate it if you would follow the guidelines of the 2005 Faculty Senate MOA, as well as the suggestions from the Committee to Oversee General Education and Undergraduate Studies Council. Thank you.