

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/index.php?catoid=32> and the Graduate Catalog at <http://catalog.wmich.edu/index.php?catoid=33>. 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 two 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.)
12. A clearly articulated attendance policy and expectations for classroom etiquette (behavior).
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 Student Rating of Faculty of the for that semester and, if so, how to access the rating instrument.

Faculty may find additional information regarding Disability Services for Students syllabus statement inclusion at: <https://wmich.edu/disabilityservices/faculty-resources/syllabus>