

The WMU Faculty Senate provides the following guidance as instructors prepare syllabi for the upcoming academic year.

Each instructor is required to make available to students a course syllabus that shall contain:

- Instructor information
 - Name of instructor assigned to teach the course
 - Instructors contact information, including email address and office hours
- Course information
 - Course name
 - Location including building and room number if in-person, or virtual link
 - Meeting time
 - Prerequisites
- Textbook and course materials
- Course technology requirements (if applicable)
- WMU Essential Studies / General Education Area (if applicable)
- Student Learning Outcomes / objectives and outcomes
- Course calendar
 - Date, time, and location of final exam (if applicable)
 - Due dates of assignments
- Grade Scale
- Course policies
 - Attendance policy
 - Classroom etiquette
- University policies
 - Academic honesty (<https://wmich.edu/studentrights>)
 - Religious observance (<https://wmich.edu/registrar/calendars/interfaith>)
 - Academic accommodation (<https://www.wmich.edu/disabilityservices>)

The following are **recommended but not required** elements for syllabi:

- Communication policies
- Grading policy
- Late work policy
- Viewing grades in Elearning
- Program objectives
- Participation
- Build rapport
- Class conduct and civility
- Communication skills
- Time commitment
- Academic timelines
- Commit to integrity
- Academic integrity
- Student Conduct (<https://wmich.edu/conduct>)
- Student Affairs (<https://wmich.edu/studentaffairs>)
- WMU Ancestral Lands statement
- WMU non-discrimination policy
- WMU accessibility statement
- Disability Services for Students(<https://www.wmich.edu/disabilityservices>)
- COVID-19 policies
- WMU closure policy
- Student Success Services (<https://wmich.edu/merzetate/academics/support/success>)

A draft Syllabus Template document, intended as a tool for faculty that may find it useful for creating a syllabus can be found at: <https://wmich.edu/facultysenate/forms>

Memorandum of Action that define the requirements and recommendations outlined above:

- [MOA-20/03: WMU Syllabus Requirements](#)
- [MOA-12/11: COGE and Syllabi](#)
- [MOA-11/02: Syllabus Template](#)
- [MOA-05/04: USC required course syllabi](#)

Faculty Senate Executive Board Approved Syllabi Language – 6 November 2015

Suggested Syllabus Statement regarding Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures:

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). 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.