

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

MOA – 20/03

**WMU Syllabus Requirements**

Name of Council(s)/Committee(s):  
Ad Hoc Syllabus Committee

Approval Date:  
December 2020

Implementation Date:  
Upon Administrative Approval

Responsible Office(s) and Responsible Enforcement Official(s):  
Faculty Senate Executive Board  
WMU Academic College Deans

**RECOMMENDATIONS:**

Designate required topics that are relevant to all course offerings and suggest topics that are recommended by the best-practice literature; some of the recommended topics may not apply to all courses.

Approve       Disapprove       Other Action

Comments:



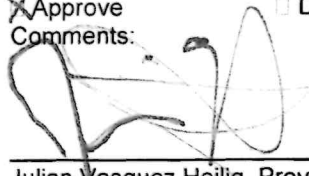
June 9, 2023

Sarah Summy, WMU Faculty Senate President

Date

Approve       Disapprove       Other Action

Comments:



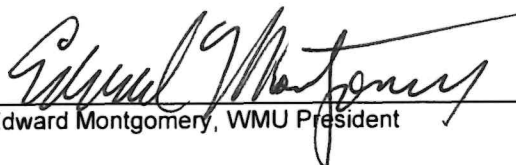
7/5/23

Julian Vasquez Heilig, Provost and Vice President for Academic Affairs

Date

Approve       Disapprove       Other Action

Comments:



7/18/23

Edward Montgomery, WMU President

Date

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

MOA – 20/03

**WMU Syllabus Requirements**

**RECOMMENDATION**

Designate required topics that are relevant to all course offerings and suggest topics that are recommended by the best-practice literature; some of the recommended topics may not apply to all courses.

**RATIONALE/PURPOSE**

The Faculty Senate has issued specific suggested language for inclusion in syllabi to all WMU faculty each term; this has been primarily oriented around academic integrity, student conduct, and the rights and responsibilities laid out in various University policies. It was identified that there were no clear statements of basic syllabus topics that should always be included for every course. An ad hoc committee was convened to define required syllabus topics, to suggest recommended topics, which were then reviewed and modified by the Professional Concerns Committee.

**STAKEHOLDERS**

All WMU faculty and instructors responsible for generating a course syllabus.

**HISTORY:**

- a) Effective date of current version: Upon Administrative Approval
- b) Date first adopted: April 26, 2005
- c) Revision history: MOA-05/04; MOA-11/02
- d) Proposed date of next review: September 2026

---

**ACTION ITEM**

Make the following items required elements for all University course syllabi:

**Required Elements for the Syllabus**

- 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
  - Religious observance
  - Academic accommodations

Recommend the following optional items be included in most University course syllabi:

**Recommended Elements of the Syllabus**

- 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://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>

