



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
COURSE SYLLABI REQUIREMENTS	March 29, 2010	300.010

POLICY STATEMENT (R*)

1) All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit and for non-credit courses required for a degree or academic certificate.

2) Students should receive or have access to the course syllabus no later than the first class meeting for lecture and lab courses, not later than the first day of the semester for on-line courses, and not later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses. Exceptions to the time constraints of this policy may be made on a case-by-case basis by department chairpersons or school directors when instructors are assigned in an untimely manner.

3) Each department or school will maintain a file of current course syllabi either on-line or in printed copy throughout the semester, which will be available for public examination.

REASON FOR POLICY (O*)

To provide uniform expectations regarding the content of all course syllabi produced at the University.

RELATED INFORMATION (O*)

Authority/Source
Provost and Executive Vice President

PROCEDURES (O*)

Each course syllabus *must* contain the following information:

- the name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and corequisites (if any), and semester and year offered;
- the instructor's name, telephone number, e-mail address, department or school, office location and office hours;
- required purchases including texts (including ISBN), lab supplies, artistic supplies, professional and ancillary items;
- a tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations;
- performance measures that will be considered for evaluation in awarding final grades;
- any policies of the instructor and/or department that may impact a student's enrollment or final grade;
- how the final grade is to be calculated;
- attendance standards, if required; and
- a statement regarding the nature of the course activities during the Final Week of Instruction (formally called final examination week). Instructors are reminded that final exams are *not* to be given prior to this week, and that they must identify the activities that will occur during the scheduled time for their classes during the Final Week of Instruction.

In addition, instructors are *encouraged* to include the following in course syllabi:

- the University drop date (the University Calendar is available at: <http://registrar.fiu.edu/index.php?id=88>);

- instructor's policy on make-up examinations, assignments or performance measures;
- recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items;
- the University's drop date;
- the University's Code of Academic Integrity (information available at <http://academic.fiu.edu/AcademicBudget/misconductweb/1acmisconductproc.htm>);
- reference to University policies on sexual harassment, and religious holidays, and information on services for students with disabilities (information available in the Faculty Handbook—link available from Provost's site (<http://academic.fiu.edu/>); and
- reference to the University policies on academic misconduct (information available at <http://academic.fiu.edu/AcademicBudget/misconductweb/1acmisconductproc.htm>). The following passage is recommended for inclusion on this topic:

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the *Student Handbook*.

Instructors retain the right to modify the course syllabus for any reason throughout the semester provided that:

- fair and adequate notice is given to enrolled students either by e mail, in writing, or through online publishing;
- modifications to the syllabus are not arbitrary or capricious; and,
- students are not unfairly disadvantaged by mid semester changes to grading standards, attendance standards, or performance measures.

Wherever practicable, syllabi should be available on a University Web site.

HISTORY (R*)

Effective Date: November 10, 2003; Revision Date: March 29, 2010.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Academic Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

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***R = Required *O = Optional**