

## Syllabi Policy

Syllabi are important documents that specify the expectations and responsibilities of faculty and students with respect to a give course, constituting an enforceable agreement.

Prior to the end of the drop/add period, faculty shall disseminate to each class section the following written information in writing:

- Instructor's office hours and contact information
- The meeting times and locations
- A course description and statement of course objectives
- The proposed topical outline, where appropriate
- Course requirements (e.g., readings, research group work, presentations)
- The criteria and procedures for evaluating student performance including the availability of a pass/no credit option
- The attendance policy, within the parameters of the existing University policy
- Additional departmental or instructor policies as appropriate

**University-wide policies:** Whether distributed in print or electronically, the syllabus should refer to but does not need to reproduce, relevant University wide policies. University-wide policies are posted on-line and are distributed to students as part of the Student Information Guide (available [www.rowan.edu/studentaffairs/infoguide/](http://www.rowan.edu/studentaffairs/infoguide/) ). Instructors are encouraged to emphasize the importance of this information and verify student access as appropriate. Relevant University-wide policies include the following:

- Classroom Behavior Policy
- Academic Integrity Policy
- Student Accommodation Policy
- Laptop Computers in the Classroom
- University Attendance Policy

**Distribution:** Syllabi may be distributed in the form of printed copies or may be distributed electronically via an Open Area folder, website, or web-based course management software such as Blackboard. Instructors should ensure that electronically distributed syllabi are readily available in a stable location and that students have been informed of how to access the syllabus. Use of document access tracking in Blackboard is encouraged to verify that students have accessed the information.

Students with limited access to a computer or printer may request a printed copy. Departments will determine procedures for keep copies of syllabi on file.

**Changes:** While making changes to the syllabus after it is distributed is strongly discouraged, in cases where alterations are unavoidable, the instructor must inform students in writing (via printed copy, email, website or web-based course management software) in an expeditious manner.

**Faculty are requested to include the following statement on their syllabi:**

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3<sup>rd</sup> floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.