

AURORA UNIVERSITY

Course Syllabus Policy

Effective: Immediately

Last Updated: 5/3/22

Responsible University Office: Office of Academic Affairs

Responsible Executive: Vice President for Academic Affairs

Approval: Faculty Senate 5/6/22

Scope: All full-time and part-time faculty.

A. REASON FOR POLICY

Students need a consistent level of basic information about the content and expectations for each course in which they are enrolled. A syllabus is a written document that informs students about course requirements and expectations.

B. POLICY

Instructors of record are required to

- Develop a syllabus for every course, regardless of delivery method (e.g. traditional, online, hybrid, etc.)
- Post the syllabus electronically on Moodle on or before the first scheduled day of class.
- Submit all syllabi to the program chair or academic dean at least two weeks prior to the start of the academic term, for approval and retention in an archive.

The syllabus may also be distributed to the class in other ways (hard copy or via email) on or before the first scheduled day of the class, although distribution of printed copies should only occur if such distribution is essential to student success.

The Higher Learning Commission's Credit Hour Policies, developed to enforce the U.S. Department of Education's requirement related to credit hour definition, necessitates that a syllabus be available for review for each course taught.

Syllabi vary in format, but will include the following (unless not applicable):

1. Course Information
 - a. Course title
 - b. Designator and number
 - c. Section number
 - d. Number of credit hours

- e. Semester/Term
 - f. Course location (if applicable)
 - g. Related lab, recitation, studio locations
 - h. Course website (if applicable)
2. Instructor Contact Information
 - a. Name and title
 - b. Office location (if applicable)
 - c. Methods of communication (Two methods suggested, including office phone, AU email, etc.) ***AU email, rather than personal email, should be used for all communication with enrolled students.
 - d. Office hours (minimum is five hours of synchronous time per week for FT faculty, and one synchronous hour supplemented by appointments on demand for PT faculty – variations must be approved by the departmental chair or dean)
 3. Course Description (copy exactly from university catalog)
 4. Course Learning Outcomes
 5. Student Assessment
 - a. Assessment types (e.g. quizzes, exams, journals, observations, performances, etc.)
 - b. Weighting of assessments
 - c. Grading scale to be used
 6. Course Resources
 - a. Required textbook(s) (if applicable)
 - b. Required reading assignments (if applicable)
 - c. Required software (if applicable)
 - d. Suggested readings (if applicable)
 - e. Course packs (if applicable)
 - f. Electronic reserves (if applicable)
 - g. Course Moodle site
 - h. Laboratories, studios, and learning centers available for the course (if applicable)
 7. Course Policies, as appropriate (e.g. attendance, make-up work, extra credit, etc.)
 8. Proposed Course Schedule
 9. Additional School or Unit Requirements (if applicable)

In addition, each syllabus must include the University's addendum that includes important information and policies. This addendum is prepared by the Office of Academic Affairs and is shared with all faculty prior to the start of the semester. It must be included verbatim.

The addendum includes information describing the university's mission and core values, university learning outcomes and general education outcomes, course attendance and weather concerns, academic support, academic regulations, emergency procedures, and discrimination and sexual misconduct policies.

C. DEFINITIONS (if applicable)

D. PROCEDURES

Syllabi are reviewed by the department chair and/or jurisdictional dean to ensure consistency of learning objectives and program quality across all modes of delivery and program location. This review takes place for all courses at inception, and annually thereafter.