

## Mandatory Course Syllabi Policy

All instructors play an important role in supporting student success. When we clearly explain to students the purpose of our course, what they will be expected to do and produce in the course, the sequence of learning experiences, and how their performance will be assessed and evaluated, we create a foundation from which students can deepen their knowledge, skills, and dispositions in the course. Moreover, when we articulate course policies and direct them where to access university policies and resources, they can be more responsible and successful learners.

Providing a course syllabus is a baseline expectation for each faculty member. In accordance with Academic Regulation 3.10, “Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.” The PFW Student Bill of Rights (B.2.c) states that “Students have the right to receive in writing (the terms in writing or written here and throughout this Code include printed and electronic communication) accurate information that enables them to understand clearly. This includes:

- c. at a minimum, the course objectives, requirements, and grading policies set by individual faculty members for their courses by means of a course syllabus.

Eight of our nine peer institutions (using list identified in 2017) have specific policies requiring a syllabus for each course taught. Some have syllabi policies as part of their Academic Regulations (like us), some have it as part of a Code of Student Rights (like us), while others specify it as part of their Faculty Handbook.

The Higher Learning Commission also sets out expectations regarding course syllabi. The [Assumed Practices](#) expect that:

- Instructors communicate course requirements to students in writing and in a timely manner (C.4)
- Faculty participate substantially in the assurance of consistency in the level and quality of instruction and in the expectations of student performance (B.2.b.ii)

Thus, beginning with the Fall 2025 semester, Department Chairs (or their designee) will be responsible for maintaining current records of course syllabi for each unique section of courses offered, every semester. Faculty will provide a copy of the syllabus for each course where they are the instructor of record to students on the first day of class and to the Department Chair no later than the first Friday of each course (e.g., Fall 16-week and 8-week courses, Spring, Summer). This allows faculty the opportunity to collaborate with students on the syllabus and/or make any necessary adjustments after meeting with them. As always, instructors reserve the right to modify their course syllabus (due dates, activities, etc.) as necessary throughout the academic

session. The department should be informed of any substantial change to the course syllabus within one week of such an occurrence.

Each syllabus should contain, at a minimum,

1. Instructor contact information and office hours;
2. align to the student learning outcomes approved for the course;
3. articulate how learning will be assessed (e.g., graded assignments) and how grades will be calculated;
4. provide a course calendar, specifying expected due dates for readings, assignments, tests, and other major, required activities;
5. list course and university policies that could impact performance (e.g., attendance, late submissions of work, use of AI, etc); and
6. link resources to support student success.

Given the importance of course syllabi to student success, full time faculty (e.g., Clinical, Senior Lecturer, Lecturer, Tenure-track, Tenured) who do not submit their syllabi to their Chair on time and/or with the required content shall be rated as not meeting minimum expectations for competence in teaching in the subsequent yearly evaluation. Limited Term Lectures (LTL) who do not submit their syllabi to their Chair on time and/or with the required content may not be rehired for a minimum period of one semester. If this occurs a second time, the LTL may not be eligible to be rehired at PFW.

**Each syllabus must be provided to the department as a PDF using the following file naming convention:**

**Last Name Course Subject Prefix Course Number Underscore Section Number . pdf**

**DrummondGeog10700\_01.pdf**

**HEA 1001 (2025) requires that a syllabus for each course being taught be posted on the institutional website. After departments collect the syllabi, they will be placed in a centralized location on the website.**

Please refer to CELT for guidance on [Course Planning](#) and to access syllabi templates (e.g., [Online course syllabus template](#); [Face to face course template](#); or [Graphic Syllabus in pdf](#)). They also provide [one-on-one consultations](#) for faculty, if that would be beneficial.



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