SYLLABUS REVIEW  
(From Academic Standards and Awards Subcommittee, 1/20/15) 

The subcommittee has considered the recommendation of the Dean's Student Advisory Council concerning consistency of +I- grading and requirements for syllabi. We consider that these policies are up to individual departments. However, it is appropriate for the Dean’s Office to make recommendations to departments on these issues. We thus offer the proposal below.

In addition, we recommend adding two pages to the CLAS website.

- One would be oriented to students. It would include statements of the type that are in the syllabus template on Accommodation, Nondiscrimination, Religious Observances, Academic Misconduct and Intellectual Property, but also statements of some university policies that are not related to specific courses, such as Inclement Weather Policy and Conflicting Final Exams Policy, and links to documents such as the Sexual Harassment Policy and the Keys to Civility.
- The second would be oriented to faculty. It would include the Syllabus Template and links to relevant policies and to anything helpful in writing syllabi, e.g., An Essential Guide to Teaching at KU by the CTE.

Proposal

The Dean's Student Advisory Council has recommended that the College of Liberal Arts and Sciences adopt policies for standardization of syllabi and consistency in the application of +I- grading. CUSA feels that these policies should continue to be left up to departments. However, we appreciate the motivation behind the student proposal. Therefore, we wish to make the following recommendations to all departments and faculty members of the College.

1. All courses in the College (graduate and undergraduate) should have a syllabus, distributed or posted by the first day of class of that semester. The syllabus should include the items on the attached "Syllabus Template."
2. In each course numbered 299 and below, all sections offered in the same semester should follow the same policy with regards to the +I- grading option. This supports the current grade replacement policy.

SYLLABUS TEMPLATE

Suggested required content

- Course number and title
- Catalog course description, including prerequisites and core goal(s)
- Course meeting time and place
- Instructor contact information and office hours
- Required and recommended textbook and/or other course materials
- Grading policy and grading scale, including components of final grade
- Exam dates
- Information about course assignments
- Attendance policy
- Course learning outcomes

Suggested University policy links and explanations

Accommodation  
http://disability.ku.edu/syllabus-statement-0

Academic Achievement and Access Center (AAAC) coordinates academic accommodations and services for all eligible KU students with disabilities. If you have a disability for which you wish to request accommodations and have not contacted the AAAC, please do so as soon as possible. They are located in 22 Strong Hall and can be reached at 785-864-4064 (V/TTY); Information about their services can be found at http://www.disability.ku.edu. Please contact me (us) privately in regard to your needs in this course.
Nondiscrimination
http://ioa.ku.edu/discrimination

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, retaliation, gender identity, gender expression and genetic information in the University's programs and activities. Please contact the University's Title IX Coordinator at IOA@ku.edu with any inquiries.

Religious Observances:

Should the examination schedule for this course conflict with your mandated religious observance, please contact me at the beginning of the semester so that we can schedule a make-up exam at a mutually acceptable time. In addition, students will not be penalized for absence from regularly scheduled class activities which conflict with mandated religious observances. Students are responsible for initiating discussion with the instructor to reach a mutually acceptable solution.

Link to policy on test taking, student responsibility and religious observance:
http://policy.ku.edu/governance/USRR#art1sect4

Link to policy on attendance evaluation and mandated religious observance:
http://policy.ku.edu/governance/USRR#art2sect1

Academic Misconduct

Students should review the university policy on Academic conduct at:
http://policy.ku.edu/governance/USRR#art2sect6
[Instructor can add details relevant to the particular course.]

Intellectual Property
http://policy.ku.edu/provost/intellectual-property-policy
[Instructor can add details relevant to the particular course.]

Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. On request, the instructor may grant permission for students to audio tape lectures, on the condition that these audio tapes are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course.

Disclaimer

If it becomes necessary to modify any information in this syllabus, you will be notified in class and in Blackboard (or on the course web page).

Optional Links/Statements

MySuccess
http://blackboard.ku.edu/mysuccess-instructors

This course participates in MySuccess, an early warning initiative at the University of Kansas to increase student retention. Throughout the academic term, you will receive a message from MySuccess through your official KU email address. MySuccess operates through Blackboard. Your instructor may communicate about your course performance by triggering a flag to indicate a low test or assignment score or a "kudos" for above average or improved performance. You may set up additional preferences and features by going to your profile tab.

MySuccess has additional features to help you be a successful student at KU. There is a Success Network that lists a directory of KU resources as well as an online appointment scheduler system that allows you to make appointments with your instructor or assigned academic advisor that have activated their calendars to work with MySuccess. For more information about MySuccess, please visit www.mysuccess.ku.edu and click on the Students tab.