# North Dakota State University
## Policy Manual

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## SECTION 331.1
## COURSE SYLLABUS

SOURCE: NDSU Faculty Senate

Each course taught at NDSU shall have a syllabus to provide specific class information for students and to fulfill federal and other legal requirements.
The following categories of information shall be included on all syllabi:

- Course prefix, number, credits, and title
- Instructor and contact information
  - Include campus address, phone number, email address, office hours
- Bulletin description
  - Description on syllabus must be consistent with the description listed in the current course catalog. Additional information may be included after the bulletin description in a syllabus.
- Course objectives
  - List objectives, goals, aims and/or outcomes for the course.
  - All General Education course syllabi and course web sites must identify the course as having been approved for General Education and include the General Education category and outcomes. See General Education Course Syllabi Requirement.
- Evaluation procedures and criteria
  - Indicate how students are evaluated, including tests, quizzes, papers, assignments, weight of the assignments, etc.
  - Clearly identify how course grades are determined.
  - If a course is offered for both undergraduate and graduate credit, the additional requirements for graduate students must be clearly described on the syllabus.
- Attendance
  - If class attendance is a component of the course grade, the course instructor must clearly communicate this in the syllabus (see NDSU Policy, Section 333).
- Notification of class audio/video recording and distribution (if applicable)
  - If audio and/or video recording and/or distribution of the class will be done, notify students and explain how the information will be used.
- Course schedule/outline/calendar of events
  - Provide students with a tentative projected outline of significant events that occur throughout the semester, including assignments, projects, examinations, field trips, guest speakers, etc.
  - Note the NDSU Dead Week policy, which limits the amount and type of exams/quizzes that may be given during the last two weeks of the semester and identifies exceptions. See NDSU Policy Section 336: Examination and Grading.
- Required student resources
  - List books, lab manuals, technology, supplies, calculators, and any other materials required or recommended for the student to complete the course requirements.
- American with Disabilities Act statement
  - The following statement, or something similar, must appear on all syllabi:
    - Any students with disabilities or other special needs, who need special accommodations in this course are invited to share these concerns or requests with the instructor and contact the Disability Services Office as soon as possible.

- Approved academic honesty statement. This may be a statement of a college honor code or a statement such as: The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

Syllabi with updated schedules or information shall contain the date of last update.
A template to facilitate preparation of a syllabus is available on the Academic Affairs Committee web site.
Faculty are encouraged to provide the following statement on syllabi:
*"Veterans and student soldiers with special circumstances or who are activated are encouraged to notify the instructor in advance."*

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HISTORY:

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| New | September 28, 2000 |
| Amended | February 2009 |
| Housekeeping | December 2010 |
| Housekeeping | February 14, 2011 |
| Amended | June 1, 2011 |