



Statement on Course Requirements

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I. Purpose

Faculty should provide a written statement of the course requirements to all class members at the beginning of the course.

II. Policy Statement

Faculty should provide a written statement of the course requirements to all class members at the beginning of the course. This statement includes: an overview of the content to be studied; a listing of expected student learning outcomes; a listing of course assignments that equals two credit worth of outside class work for each course credit hour; an explanation of test procedures; a statement of grading standards, procedures, and relative weights given to the various assignments and tests; a statement of the attendance policy; an indication of the time frame when assignments are due if specific dates are not given; required technology and technology use; and a clear policy on academic dishonesty that aligns with university policy on academic dishonesty and academic misconduct.

Furthermore, the basis on which grades will be determined shall be clarified to the students as follows.

A statement on the syllabus indicating whether the professor intends to have a portion of the cumulative class grade reported to the student prior to the midpoint of the total grading period and reference to how that portion of the grade is determined. Prior to the midpoint of the total grading period, faculty will make every effort to grade and make available to students all assigned and "turned in" graded class assignments. The instructor and student should make every effort to be available during the instructor's office hours for discussion of the student's academic standing prior to the midpoint of the total grading period.

III. Exclusions

None.