

Policy #	AA-223	Revision #	02
Accessibility level	A	Effective date	01/20/2021

## 1. Scope

This policy applies to all courses offered at FBSU.

## 2. Impetus

FBSU requires that a course syllabus be distributed to students in all undergraduate and graduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. It must be made available (hard copy or online) during the first week of classes, and a hard copy available to students must be kept in the academic unit office for a period of not less than one year from the date the course was offered.

## 3. Policy

### 3.1 Components of Syllabus

The following information, at minimum, shall be included in the syllabus:

- 1) Instructor's name, office/room number, telephone number, and e-mail address;
- 2) Office hours and a statement indicating how to contact the faculty member for an appointment outside office hours;
- 3) Overall course objectives and expected learning outcomes;
- 4) Course evaluation, grade distribution and absence policies;
- 5) Lists of any required readings, assignments, examinations, special materials and extracurricular activities;
- 6) A policy requiring academic integrity and against plagiarism;
- 7) A note to students of disabilities;
- 8) An optional statement may be included in the syllabus indicating that the information in the syllabus, other than grade and absence policies, may be subject to change with reasonable advance notice; and
- 9) An optional statement indicating How Long Students Should Wait for an Absent Instructor: In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

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