

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Course Syllabi  
**Policy Number:** 02.78.13  
**Issuing Authority:** Office of the President  
**Responsible Officer:** Provost

**Date Created:** September 1, 2003  
**Date Last Amended/Reviewed:** January 19, 2007  
**Date Scheduled for Review:** January 19, 2012  
**Reviewing Office:** Office of the Provost

### **Scope of Policy and Rationale:**

Recognizing that faculty are committed to keeping students informed and helping them to plan their academic work, students will receive a complete syllabus in each course during the first week of the class. Faculty may make changes to the schedule or the materials to be covered as necessary. Exceptions to this policy may be granted by the dean for academic reasons.

### **Policy Statement**

Students should be provided at least the following information in a course syllabus:

1. The instructor's name, office address, office phone number, and university e-mail address. It should also include information about the instructor's availability to interact with students, including office hours.
2. The name of the course, course number, co-requisite or pre-requisite course requirements, or any other special skills or knowledge required.
3. The times and location(s) at which the course will meet during the semester as well as plans for any special sessions.
4. A disability disclosure statement that invites students to disclose their needs, such as: *Any student who has a need for accommodation based on the impact of a disability should contact me privately to discuss the specific situation as soon as possible. Contact Disability Resources and Services at 215-204-1280 in 100 Ritter Annex to coordinate reasonable accommodations for students with documented disabilities.*
5. A statement on the Student and Faculty Academic Rights and Responsibilities Policy (#03.70.02), such as: *Freedom to teach and freedom to learn are*

*inseparable facets of academic freedom. The University has a policy on Student and Faculty and Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed through the following link:  
[http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.02](http://policies.temple.edu/getdoc.asp?policy_no=03.70.02).*

6. A statement of the course goals and the learning outcomes that the instructor hopes students in the course will achieve.
7. A statement of all required readings, supplies, equipment, or other materials and information about where they can be obtained or whether the instructor will supply.
8. A statement of all academic requirements in the course and the dates on which those exercises will occur or materials must be submitted. The instructor may make changes to the assignments or the schedule with reasonable notice to the students. The instructor's policy about the use of impromptu ("pop") evaluations should be noted.
9. The instructor's grading policy and the weight attached to any assignments or evaluations. This should include the instructor's policy about class attendance, class participation, and late assignments.

By the end of the first week of the class, each faculty member should provide two copies of each course syllabus to the department or dean's office. The office shall keep one copy on file and forward the second copy to the library or other designated repository.

## **Notes**

### **1. Dates of official enactment and amendments:**

Adopted by the president on November 1, 2002. Effective on September 1, 2003.  
Amended by the president on August 17, 2006, and January 19, 2007.

### **2. History:**

The August 17, 2006, amendment inserted #5, relating to the Policy on Student and Faculty Academic Rights and Responsibilities and renumbered all subsequent numbers accordingly.

### **3. Cross References/Appendix:**

Presidential Policy #02.78.12, Presidential Policy on Faculty Office Hours

Board Policy #03.70.02, Policy on Student and Faculty Academic Rights and Responsibilities.