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Date: April 30, 1980
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Approved: John Wefald
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Approved: David Danahar
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Approved: David Danahar
Revised: March 2016
Approved: Connie J. Gores
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Approved: Connie J. Gores

SOUTHWEST MINNESOTA STATE UNIVERSITY
POLICY
COURSE SYLLABUS

Instructors will provide and distribute a course syllabus to students in writing (hard copy and/or electronically) within a maximum of one week from the first class meeting. This information should include (but not be limited to) the following:

1. Course objectives/student learning outcomes.
2. A statement that course material may be used anonymously for assessment of **program** student learning outcomes (SLOs) addressed by the course.
3. A statement that course materials may be used anonymously for assessment of Liberal Education Program (LEP) student learning outcomes (SLOs).
4. Requirements: texts and materials, approximate dates and formats for tests/papers/projects.
5. Evaluation procedures: attendance, assignments, grading scale.
6. A statement on any artifacts that will be used for campus-wide LEP or program assessment.
7. Disability statement.
8. Student conduct including academic honesty policy.

Faculty maintain the right to make changes to a syllabus. The instructor will communicate the changes to the students.

Faculty members are expected to develop their own syllabi, and to cite sources when incorporating others' material.