
Course Syllabus Policy

Version: 1.0

Responsible University Official: Provost

Effective Date: Fall 2019

1.0 Introduction

This policy sets the expectation that all courses at Saint Louis University should have a syllabus and defines the minimum required information to be included in every course syllabus.

The policy does not dictate a specific template or format for syllabi. How the required information is presented may vary by academic unit and/or by instructor. Academic units may require additional components to be included in course syllabi. Individual instructors also may choose to add other course-specific information as desired (consistent with academic unit policies).

In addition to required syllabus components described here, many instructors also find it useful to include information or guidance on a range of other topics. To supplement this policy, a set of recommended syllabus components and additional considerations for syllabus design may be found [here](#).

2.0 Scope

This policy governs all courses for academic credit at SLU, in all colleges and schools, at both the undergraduate and graduate level, and in all modalities.

3.0 Definitions

Syllabus

A document (electronic or printed) that provides students with information about course expectations and requirements important for their successful completion of the course.

Academic Unit

The department, program, college, school, or center within which a course is offered.

Course

A specific and discrete educational experience in which students register (nearly always for academic credit) and that are designed to advance student knowledge, ability, skill, and/or disposition toward defined educational outcomes.

Modality

The mode by which a section of a course (defined above) is taught by faculty and experienced by students. Common modes include the following: 100% on-ground/face-to-face, 100% web-based (synchronous or asynchronous), or a hybrid (on-ground and web-based) to various extents.

4.0 Policy Statements

A. All courses should have a syllabus that is shared with students.

B. All course syllabi should, at a minimum, contain the following information:

1. Course Information

- Course number/section
- Course meeting time(s) [if applicable]
- Location [if applicable]
- Pre-requisites/Co-requisites [if applicable]
- Catalog Course Description

2. Instructor Information

- Instructor name (including TA and peer instructors, if applicable)
- Where, when, and how to contact the instructor

3. Learning

- List course learning outcomes, objectives, and/or competencies

4. Required Materials, and/or Equipment

- Textbooks and/or course texts
- Other materials and/or equipment (e.g., calculators, art supplies, lab safety equipment, medical equipment, hardware requirements, software access, virtual proctoring requirements, digital storage devices, special clothing, musical instruments, etc.)

5. Evaluation and Grading

- List of components on which students will be evaluated (e.g., exams, projects, essays, participation, presentations, etc.)
- Grading scale(s) governing the course
- Policy on late or missing work/exams
- Penalties on missed classes and/or tardiness [if applicable]

6. Attendance

- Expectations for student attendance / presence in the course

7. Information about Academic Honesty/Integrity

- Insert and/or link to the approved language, which can be found [here](#). You may also link to the University Policy posted [here](#).

8. Information about Disability Accommodations

- Insert and/or link to the approved text, which can be found [here](#). The School of Law, School of Medicine, and SLU Madrid may have alternative versions due to accreditation, regulatory, and/or location-specific differences.

9. Information about Title IX

- Insert and/or link to the approved text, which can be found [here](#). The School of Law, School of Medicine, and SLU Madrid may have alternative versions due to accreditation, regulatory, and/or location-specific differences.

10. Mandatory Statement on Face Masks (Fall 2020)

- The required syllabus statement requiring face masks, which can be found [here](#), reminds students about the University's [Interim Policy on Face Masks](#), as well as ADA accommodation information. This syllabus statement must be added – *temporarily* – to every course syllabus.

5.0 Approvals

This document was:

1. Endorsed by CADD: December 12, 2018
2. Approved by Provost: December 12, 2018