CAMPUS COMMUNICATION

BLACK HILLS STATE UNIVERSITY
Academic Affairs
Spearfish, South Dakota 57799-9501

TO: General Faculty

FROM: David P. Haney DPH

DATE: August 4, 2010

SUBJECT: Policy Statement on Syllabi

Following is a statement of system policy regarding course syllabi. As there are some rather specific prescriptions in the policy, it is referenced for your information:

It is the obligation of each higher education institution to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. A current syllabus for each course is maintained at the institutional level. The required format is provided on page 2 of this document.

At Black Hills State, copies of the syllabi are to be maintained in the office of the college dean.

This policy statement is supplemented by the following institutional policy statement regarding attendance taken from the 2010 – 2011 online academic catalog:

In general, enrollment in a class implies the responsibility for attending each class session. However, the attendance policy for a specific class is at the discretion of the faculty member teaching that class and will be outlined in the course syllabus. Students will be allowed to make up graded work if an absence is due to participation in university-sponsored activities, provided prior notification of the impending absence has been given to the instructor.

AAC Format for Course Syllabus- Fall 10
08-04-2010

Course Prefix, Number, Title, Credit Hours
University Name
Academic Term, Year

Course Meeting Time and Location
Instructor's Contact Information
- Name
- Office location
- Office hours
- Office phone number
- Email address

Course Description
- Catalog description
- Additional course description (optional)

Course Prerequisites
- Previous courses/experience
- Technology skills

Description of Instructional Methods
Course Requirements
- Required textbook(s) and other materials
- Supplementary materials
- Class attendance policy
- Cheating and plagiarism policy

Academic Dishonesty/Plagiarism
Each faculty member needs to establish a policy for cheating or plagiarism on his or her syllabus. When cheating or plagiarism has occurred, the faculty member should report the incident in writing to the Vice President for Academic Affairs' office. The form is available on the BHSU Website at:
http://www.bhsu.edu/Portals/0/facultystaff/policy/AcademicDishonesty.doc
A copy of the Documentation of Academic Dishonesty should be given to the dean of the faculty member's college and the Provost and Vice President for Academic Affairs. Formal procedures for filing a complaint for academic misconduct are in the Student Conduct Code in the Student Handbook. Cheating and plagiarism are defined in Section II, Part B, 1. Disciplinary sanctions are outlined in Section III, Judicial Policies.
- Make-up policy

Course Goals
- BOR System General Education Goals if applicable.
- Institutional General Education Goals if applicable
- Global Issues Goals if applicable
- Writing Intensive Goals if applicable
- Student Learning Outcomes in measurable terms (be sure to define in evaluation procedures how you measure student learning as applied to the above

Evaluation Procedures of Learning Outcomes
- Assessments – Tests, projects, assignments, etc.
- Performance standards/grading policy

ADA Statement (must be used verbatim)
"Reasonable accommodations, as arranged through the Disabilities Services Coordinator, will be provided students with documented disabilities. Contact the BHSU Disabilities Services Coordinator, Mike McNeil, at 605-642-6099 (Jacket Legacy Room in the Student Union), or via email at mike.mcneil@bhsu.edu for more information. Additional information can also be found at:
http://www.bhsu.edu/StudentLife/Learning/DisabilityServices/tabid/162/Default.aspx"

Freedom in Learning (must be used verbatim)
"Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the chair of the department in which the course is being taught to initiate a review of the evaluation."

Tentative Course Outline/Schedule