FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Course Syllabi
FPU Policy Number: FPU-5.0065AP
__ New Policy _X_ Major Revision of Policy __ Minor Technical Revision of Policy
Date First Adopted: October 29, 2014
Date Revised: October 30, 2020
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost, Vice President of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy governs the development and distribution of syllabi for all courses that are offered by the University and applies to all University faculty instructors.

B. POLICY STATEMENT:

The course syllabus is an essential document governing the relationship between the course instructor, the students, and the content and expectations for delivery and outcomes for the course. It serves as both the central policy document for the course as well as the mechanism for control of course content, the statement of expectations for student effort, and the statement of the standards of quality for student work for the course. The syllabus, while subject to the University's academic schedule for the semester, nonetheless directs the schedule of course content and activities for the semester and sets the expectations and demands for performance. Given the importance of this document to the central academic mission of the University, all course syllabi are subject to the following rules:

1. Course syllabi must be approved each semester by procedures as outlined and updated periodically in the Academic Affairs Guidelines;
2. Course syllabi shall be made available to students and submitted to the Provost's Office no later than the end of the first week classes begin;
3. The University's Learning Management System is the official distribution channel for all course syllabi;
4. At a minimum, the syllabus must include
   a. Course identifying information, including course description reflecting language consistent with the current academic catalog, including any pre-/co-requisites.
   b. Course, Division/Department, and University policies as appropriate to academic delivery;
   c. Course Learning Outcomes;
   d. Instructor contact information;
   e. Tentative Topic Schedule.
5. All university course syllabi must follow the template outlined in the most recent version of the Academic Affairs Guidelines published on the Provost's website.

FPU-5.0065AP – Course Syllabi (cont.)

ACADEMIC POLICY APPROVAL

Academic Policy No.: __FPU-5.0065AP__

_____   _____

Initiating Authority   Date

_____   _____

Academic Policies Committee Chair   Date

_____   _____

Vice President of Academic Affairs   Date

_____   _____

President/Designee   Date
Approved by FPU BOT, if required   _____

                                                              Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL