

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Course Syllabi
FPU Policy Number: FPU-5.0065AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: October 29, 2014
Date Revised: November 17, 2017
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:

This policy provides information that must appear in common in all course syllabi, regardless of the course level or discipline. This policy does not govern the technical information instructors deem important to be addressed in their course instruction and/or course syllabi.

C. CONTENT AND DISTRIBUTION:

1. 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.
2. The University's Learning Management System is the official distribution channel for all course syllabi.
3. All course syllabi shall contain the following:
 - a. **Basic Course Information:**
 - i. Course number and title
 - ii. Credit hours: lec/lab breakdown, if applicable
 - iii. Current academic term
 - iv. Instructor name, phone, and email address
 - v. Instructor office hours and location
 - vi. Class meetings: days, times, location(s)
 - vii. Course Website: e.g. Canvas
 - viii. Official catalog course description
 - ix. Gordon Rule (Y/N)
 - x. Required Texts
 - xi. Equipment and Materials (e.g. supplies and software)
 - xii. Course Objective
 - Describes what a faculty member will cover in a course
 - To provide a foundation/advanced study in....
 - xiii. Course Learning Outcomes
 - Describes what students should know and be able to do upon completion of the course
 - xiv. Alignment with Program Outcomes

- Include alignment with General Education Competency; ABET Student Outcomes; or other professional standards, if applicable.
- xv. **Academic Support Resources** (*copy and paste the following*):
- Students can access the Florida Polytechnic University library through the student portal (<https://floridapoly.edu/about/offices-and-services/technology/digital-library/>) and Canvas (<https://floridapolytechnic.instructure.com/login>, on and off campus. Students may direct questions to the Success Desk in the Commons or by email, library@floridapoly.edu.
 - The Academic Success Center, located in the Commons, provides a range of services including tutoring. Students may direct questions to ASC@floridapoly.edu.

b. Course Policies:

- i. Attendance (at the discretion of the instructor per University Policy <https://floridapoly.edu/wp-content/uploads/2017/07/FPU-5.0010AP-Student-Attendance.pdf>)
 - *Note: Instructors opting to withdraw students for non-attendance should contact the Registrar's Office.*
- ii. Grading Scale: Include the grading scale that will be used in the course. (See also University Policy <https://floridapoly.edu/wp-content/uploads/2017/07/FPU-5.0071AP-Grading-Policy-10.20.15.pdf>.)
- iii. Assignments/Evaluation Methods (syllabi should include details about how the student will be evaluated include types of assignments—exams, quizzes, papers, projects, and relative percentage of course grade for each);
- iv. Late Work/Make-up work.

c. University Policies (Copy and paste this section into all syllabi):

- i. Academic Integrity: All students must commit to the highest ethical standards in completion of all academic pursuits and endeavors: <https://floridapoly.edu/wp-content/uploads/2017/07/FPU-5.005-Academic-Integrity-7.29.14.pdf>
- ii. Reasonable Accommodations: Students who qualify for course or classroom adjustments under the Americans with Disabilities Act (ADA) must register with the Office of Disability Services: <https://floridapoly.edu/wp-content/uploads/2017/07/FPU-3.0041AP-Student-Requests-for-Disability-Services-10.23.15a.pdf>
- iii. Accommodations for Religious Observances, Practices and Beliefs: <https://floridapoly.edu/wp-content/uploads/FPU-3.009-Reasonable-Accommodations-6.22.17.pdf>

d. Topic Schedule

4. Faculty may utilize a template provided by the Office of Academic Affairs for developing course syllabi or create their own. Regardless, all syllabi must include the information delineated in item C.3. above.

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