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## Policy AC002: Course Syllabus

**Recommended for Approval by:** Scott E. Miller, Senior VP for Academic Affairs and Provost

**Approved by:** Dale-Elizabeth Pehrsson, President

**Effective Date:** 07/01/2022

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### A. Intent

To define the requirements for course syllabi, their distribution to students, and inclusion in the university's central repository. The minimum elements to be included in a course syllabus are also defined.

### B. Definition(s)

None.

### C. Policy

All undergraduate and graduate courses must have a syllabus meeting the minimum content requirements defined in this policy.

Faculty will provide a course syllabus to all registered students by the start of the second class meeting, updated each semester taught; the syllabus may be provided either in paper or electronic form.

A syllabus for each course will be stored in a central electronic repository for Pennsylvania Western University.

Course syllabi will minimally include the following required elements:

- Course name and number
- Course description (consistent with the University Catalog)
- Credit hours awarded for completion
- Course prerequisites (as specified in the University Catalog)
- Course meeting days and times
- Instructor name and contact information (office location, telephone number, email address, scheduled office hours)
- Required course materials (e.g., textbooks, software)
- Course learning objectives
- Student assessment/evaluation policy (e.g., information on grading scale, determination of

grades, expectations for class participation, etc.)

- Class policies for make-up exams and late submission of assignments
- Class attendance expectations and late arrival policy, and impact on grade
- Any final exam information for asynchronous courses
- Course outline, or tentative calendar that includes topics of coverage
- Statement of faculty reporting obligations under Title IX as provided by the Office of Social Equity (Required language is provided in the syllabus template.)
- An ADA policy statement with reference to the Office for Students with Disabilities (OSD) and expectations regarding the process for obtaining accommodations (Sample language is included in the syllabus template.)
- A statement referencing a link to relevant course-related university policies (Sample language is provided in the syllabus template.)

The following elements are strongly suggested for inclusion in the course syllabus:

- A statement addressing expectations regarding academic integrity that would include definitions of cheating and plagiarism, with reference to PennWest's Academic Integrity Policy (AC059). (Sample language is included in the syllabus template.)
- A statement referencing the University's attendance policy, and impact on the student's grade due to a lack of attendance. (Sample language is included in the syllabus template.)
- For courses that include a laboratory experience, a statement regarding lab safety and expectations.

This policy does not define a specific font, style, or format to be used by individual faculty and departments. Departments and colleges may optionally develop formats consistent with disciplinary or accreditation expectations. A suggested template is provided with this policy and is available in electronic form from each academic dean.

#### **D. Procedure(s)**

None.

#### **E. Related policies**

Class Attendance (AC013)

Finals Week Policy (AC031)

#### **F. Contact Information**

For additional information, please contact the Office of the Provost, or the Office of the Dean for the relevant college.

#### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.

**SUGGESTED TEMPLATE**

**Pennsylvania Western University**  
**College of \_**  
**Department of \_**  
***COURSE NUMBER - SECTION - COURSE TITLE***  
**SYLLABUS**

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**Faculty Information**

Instructor's Full Name	<b><u>OFFICE HOURS</u></b>
Office Phone Number	Day of week, Time
Email Address	
Other Contact (Skype, fax, etc.)	

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**Course Information**

**Course Description**

This must match the description in the University Catalog.

**Course Prerequisites**

This must match the information in the University Catalog.

**Course Meeting Days/Times**

List days and times of in-person class meetings as well as final exam date/time.

If course is online, indicate expectations for student engagement on a weekly or daily basis, and arrangements for final exam/project.

**Course Learning Objectives**

1. Objective 1
2. Objective 2
3. Objective 3
4. Etc....

(CLOs should be available on the official course outline approved by the University Curriculum Committee and on file in the academic department.)

**Course Materials**

REQUIRED:

RECOMMENDED:

OPTIONAL:

## Course Structure

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### **Course Policies/Procedures/Grading**

This section should include information on the course grading scale, point system used (if applicable), grade determination (e.g., relative weight of exams, quizzes, papers, other assignments), expectations for class participation, class attendance and late arrival policy and implications, etc.

### **Course Assignments**

#### Quizzes/Test

- Quiz One
- Quiz Two
- Test One
- Quiz Three
- Test Two

#### Paper

- Overview and Citations
- Draft
- Final

### **Course Outline/Schedule**

#### **WEEK ONE (JAN 25 TO FEB 1)**

##### Topic(s)

Readings

Due: February 1

#### **WEEK TWO (FEB 2 TO FEB 9)**

##### Topic(s)

Readings

Due: February 9

Discussion One

Due: February 9

### **Course Response Time (most appropriate for online classes)**

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*(Sample Statement)* I will normally respond to e-mail and questions posted on the Course Question Board within XX hours, unless otherwise indicated. For all other assignments, they will be graded within four to seven days of the submission.

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## Title IX Reporting Requirements and the Faculty Member

Pennsylvania Western University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the University's commitment to offering supportive measures in accordance with the new regulations issued under Title IX, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator; Amy E. Salsgiver [asalsgiver@pennwest.edu](mailto:asalsgiver@pennwest.edu). The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. **Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.**

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available on the Office of Equity and Title IX website at [TITLE IX \(pennwest.edu\)](https://www.pennwest.edu/title-ix)

- On the Edinboro campus, reports can also be sent to Andrew Matt, Associate Director of Equity and Title IX [amatt@pennwest.edu](mailto:amatt@pennwest.edu).
- On the Clarion campus, reports can also be sent to Amy Salsgiver, Executive Director of Equity and Title IX [asalsgiver@pennwest.edu](mailto:asalsgiver@pennwest.edu).
- On the California campus, reports can also be sent to Sheleta Camarda-Webb, Assistant Vice President for Assessment and External Relations [camardawebb@pennwest.edu](mailto:camardawebb@pennwest.edu).
- For Global Online, reports can also be sent to Andrew Matt, Associate Director of Equity and Title IX [amatt@pennwest.edu](mailto:amatt@pennwest.edu).

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## Course-related Policies at Pennsylvania Western University

Pennsylvania Western University has multiple course-related policies addressing issues such as accommodations for students with disabilities, class attendance, and grade appeal, among others. The Student Code of Conduct also addresses issues of cheating and plagiarism, and the consequences of such behaviors. These policies may be found using search keyword **Policies** through the PennWest web page.

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## Other Suggested Syllabus Content

### Student Disability Accommodations

Services through the Office for Students with Disabilities are available to any PennWest student having a documented disability. Reasonable accommodations as documented through evaluations are provided. Appropriate accommodations are individually based upon identified needs. An individual director meets with students each semester to determine the effectiveness of the accommodation and to evaluate the need for any further services.

Services available but not limited to; expanded test-taking time, textbooks in an alternative format,

assistive technology, liaison with agencies (ex: BVS, OVR), priority registration, and housing accommodations.

For Clarion-based programs please contact Ron Radaker at [rradaker@pennwest.edu](mailto:rradaker@pennwest.edu)

For California-based programs please contact John Massella at [massella@pennwest.edu](mailto:massella@pennwest.edu)

For Edinboro-based programs please contact Sharon Conklin at [sconklin@pennwest.edu](mailto:sconklin@pennwest.edu)

Pennsylvania Western University of Pennsylvania offers services to meet the accommodation needs of students with many types of disabilities. The Office for Students with Disabilities provides services to students based upon documentation of a disability and a request for accommodations based on this disability. Please refer to PennWest's Reasonable Accommodations for Students with Disabilities Policy for additional information.

This policy is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

### **Academic Integrity**

It is expected that all work submitted through this course is the student's original work, generated for the express purpose of completing the requirements of this course. All papers submitted in this course may be screened for originality using plagiarism detection software.

Students are to be aware that academic dishonesty is not tolerated in this course and should be familiar with the following definitions:

*Cheating.* The use of unauthorized materials, information, ideas, study aids, etc., in any academic exercise. May include, but is not limited to: copying answers from another student's exam; using notes, books, or other resources for an exam when not expressly permitted to do so; using electronic devices when not expressly permitted to do so; fraudulently obtaining or sharing an exam; submitting a term paper or other assignment written by someone else; plagiarizing the work of others; submitting the same term paper or other assignment to more than one instructor without obtaining prior permission to do so; or having someone else take an online course or online exam for you.

*Plagiarism.* The representation of the work of another as your own, without proper credit and/or citation. When an individual submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks or other accepted citation practices.

Additional violations of academic integrity may be found in PennWest's Policy AC059: Academic Integrity, which also includes potential sanctions faced by the student for violations of the policy.

### **Pennsylvania Western University Class Attendance Policy (AC013)**

Key elements of this policy include the following:

Students are expected to attend each class meeting in its entirety. Faculty members shall maintain a record of classroom attendance throughout the semester, and the student is responsible for verifying their attendance when arriving late to class and/or justifying early departure.

Class absences are excused for medical reasons documented by medical personnel, university activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities to be recognized as an excused absence include, but are not limited to: scheduled athletic competitions; academic competitions in which the student is a participant; military duties; auto accidents; death of an immediate family member; and medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor. Students with excused absences are permitted to make up missed work and are responsible for all missed assignments without penalty.