

FAMU Faculty Handbook

S. Course Syllabi

On the first day of class, all teaching faculty shall provide course syllabi (hard copy or web-based), to all students present and enrolled in the course. The syllabi must provide written information about goals and requirements of each course. A copy of each course syllabus shall be maintained in the department office as dictated by the Southern Association of Colleges and Schools (SACS) Criteria for Accreditation.

Specifically, each syllabus is required to include the following:

1. Name of the university
2. Name of college, school, institute, division, department or program
3. Semester/year
4. Course prefix, catalog number, title and catalog description and prerequisites (as listed in the University Catalog)
5. Course goals and objectives
6. Credit/contact hours
7. Name of instructor, contact information (e.g., office location, telephone number, e-mail address)
8. Office hours
9. Required and recommended texts
10. Location of Academic Learning Compacts
11. Course requirements (examinations, research papers, group projects, etc.)
12. Course strategies / mode of delivery
13. Methods of evaluation (grading system and scale)
14. Grading system – percentages or points
15. Grading scale
16. Course policies – attendance, tardiness, make-up examinations
17. Academic Honor Policy statement
18. University's Americans with Disabilities Act (ADA) Policy Statement:
"Individuals who need a reasonable accommodation must notify the Office of Equal Opportunity Programs at 599-3076."
19. University's Non-discrimination Policy Statement

Notes

Please check your email for text related to the following

- 10. Location of Academic Learning Compacts*
- 17. Academic Honor Policy statement*
- 19. University's Non-discrimination Policy Statement*