

Course Information Policy

By the second meeting of the semester, the instructor will provide the School of Graduate Studies* and each student in each course and section a written and dated course syllabus. The syllabus must contain at least the following information:

1. The course name and number, section number, semester, instructor's name, and a method of reaching the instructor.
2. Official course description.
3. Course goals and learning objectives.
4. The course requirements for assessment such as papers, projects, and examinations (with due dates if possible). These assessments should be clearly tied to the course learning objectives listed in number 3 above.
5. The instructor's attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
6. A list of texts for the course, indicating which are required and which are optional.
7. A statement on whether or not a final examination will be given and, if given, whether it is required or optional.
8. The method by which the student's final grade in the course will be determined.
9. The instructor's policy on work handed in late, makeup examinations, and the like.
10. Any special rules, regulations, or procedures of the course.
11. A statement indicating that each student is responsible for completing all course requirements and for keeping up with all that goes on in the course (whether or not the student is present).
12. The statement "Salem State University is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with Disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Students with Disabilities and obtain appropriate services.
13. In the event of a university declared critical emergency, Salem State University reserves the right to alter this course plan. Students should refer to salemstate.edu for further information and updates. The course attendance policy stays in effect until there is a university declared critical emergency. In the event of an emergency, please refer to the alternative educational

plans for this course located at/in [faculty member determines this]. Students should review the plans and gather all required materials before an emergency is declared.”

Instructors of semester-long courses who develop course requirements as the semester goes along will so indicate on the syllabus. Once requirements have been established, students will receive a written and dated copy of them and of the method by which the final grade will be computed. This statement will be distributed prior to the end of the twelfth week of the semester. In courses less than a semester in length, this information shall be provided no more than half-way through the course.

If in the professional judgment of the instructor it is necessary to modify course requirements after the course has begun, students will be given a written and dated copy of the modifications. Such modifications will be consistent with the nature and purpose of the course.

A student who believes that the Course Information Policy has not been followed should bring the matter first to the instructor; second, if necessary, to the Program Coordinator; third, to the Dean of the School of Graduate Studies; fourth, to the Graduate Education Council; thereafter, to the Vice President, Academic Affairs; and, ultimately, to the President.

* Syllabi kept in the School of Graduate Studies are not for student use.

Source:

https://catalog.salemstate.edu/content.php?catoid=48&navoid=12249#Course_Information_Policy