Policy title	Category
Syllabus Requirements Policy	Academic Affairs Faculty Graduate/Adult/Transfer Omaha Instructional Site Registrar Title IX/Sexual Misconduct Traditional Undergraduate
Owner Academic Affairs	**Approved by** BOG

Purpose of this policy

The Academic Affairs Office must have copies of course syllabi for all current courses.

Faculty are required to submit syllabi electronically to the Office of Academic Affairs through Canvas prior to the first class meeting.

To maintain compliance with the Department of Education federal credit hour standard, which is monitored by our accreditor the Higher Learning Commission, and the Americans with Disabilities Act, all syllabi must use the following template and include the following information.

-- The 2024 HLC Assurance Review also noted that the University needs to clarify how online and hybrid courses meet the federal credit hour policy. Consequently, the addition of the following statement to syllabi for online and hybrid courses is required.

"Per NWU's Credit Hour Policy, this course is offered online or in a hybrid format and requires 45 hours of coursework for each credit hour over the duration of the term." --

-- Downloadable CSA or non-CSA Syllabus can be found at Syllabus Template with Required Policies. --

Policy statement

Faculty must use a san serif font such as one of the following in 12-point type:

Arial

Helvetica

Verdana

NEBRASKA WESLEYAN UNIVERSITY

Department

Course Subject - number and title (# Credits)

Term/Year

Days, Time, Location

(* designates an optional item on the course syllabus)

-- delete if not an Online/Hybrid course

Per NWU's Credit Hour Policy, this course is offered online or in a hybrid format and requires 45 hours of coursework for each credit hour over the duration of the term. --

Course Information

Instructor: First and Last Name and Credentials
Office: Location and office number
Phone: 402-465-####
Email: @nebrwesleyan.edu
Office Hours: Day, time

Required Materials:

1. Required material one.
2. Required material two.

Course Description:

This is the catalog course description taken straight from the course catalog.

Course Objectives:

Course objectives
Archway curriculum statements
Relevant **uCILOs or gCILOS**

Additional Information:

*Standards specific to program/department
*Relevant IDEA objectives

Evaluation of Learning:

(Assignments, assessments, activities)

Course Policies:

Grading Policy.
Faculty members shall publish their grading policy for all students in their classes. This should include all criteria that may be involved in formulating a student's grade. If, for example, grades will be derived solely from test scores and class participation, then this should be published for students. (The policy requires that a copy of the grading policy for each class be on file in the Academic Affairs Office and that it be open to examination by students.)

Late policy.
Each instructor determines their own late policy.

Student Attendance Policy.
Regular class attendance is intended for all students.
Specific attendance requirements vary. Each instructor determines their own attendance requirements and provides a written statement of them to each class during the first week of the semester. A copy of this statement is sent to the Academic Affairs Office and is open to examination by students.

Other optional policies and resources might include:

*Teaching and learning philosophy, instructional strategies
*Classroom etiquette, statement of classroom values, inclusive equitable, and safe place to learn
*Policy for online course work, discussion board participation, participation rubric.
*Strategies for success.
*NWU resources (pantry, counseling, diversity, cooper center).

Generative AI Policy.

The instructor must decide and communicate the level of generative AI to students in their course. See **Generative AI Guide** for sample generative AI statements for three scenarios: Acceptable Use, Some Use, and Prohibited Use. If an instructor decides not to use one of those three samples, they may write their own.

University Policies:

Title IX Statement.
Faculty fall into two categories for Title IX reporting: either they are a Campus Security Authority or a non-Campus Security Authority. A good indication that an instructor is considered a Campus Security Authority (CSA) is if they hold one or more of the following roles on campus: assistant dean, assistant director, athletic staff, club advisor, field director, dean, department chair, director, student organization advisor, Title IX investigator. Instructors can direct their questions related to CSA designations to Maria Harder (mharder [at] nebrwesleyan.edu (mharder[at]nebrwesleyan[dot]edu)) or Natasha Moreno (nmoreno [at] nebrwesleyan.edu (nmoreno[at]nebrwesleyan[dot]edu)).

--Title IX policy and corresponding procedures is available on the **Title IX Webpage**. --

Policy Statement on the University's Commitment to Students with Disabilities.
Nebraska Wesleyan University maintains a supportive academic environment for students with disabilities. To assist us in that effort, Federal law requires that students with disabilities notify the University, provide documentation, and request reasonable accommodations. If you need accommodations in this course, please contact Michael Cruce, Ph.D., Director of Student Accessibility Services (402-465-2149, mcruce [at] nebrwesleyan.edu (mcruce[at]nebrwesleyan[dot]edu)).

Statement on Academic Integrity.
Academic integrity is one of the basic principles of a university community. Nebraska Wesleyan University encourages and expects the highest standards of academic honesty from all students. The Code of Student Conduct states that students found to have engaged in academic dishonesty, which encompasses such activities as cheating, plagiarism, unauthorized collaboration, and misrepresentation, are subject to disciplinary sanctions. Refer to Section 6 of the Code of Student Conduct for examples and definitions of academic dishonesty along with possible sanctions. Violations of academic integrity will result at least in the failure of the assignment and/or course and could result in the Student Conduct Board process.

Course Schedule:

This daily or weekly course schedule should include topics, assignments, exam dates, etc. according to faculty preferences.

--- Downloadable CSA or non-CSA Syllabus can be found at Syllabus Template with Required Policies. ---

Related file(s)

Faculty_Handbook_5-18-23.pdf

Last revised date
March 4, 2023