

**Policy Number/Title:** 2.2.31 Syllabus  
**Effective Since:** 05/20/2025  
**Last Revision Approved:** 05/20/2025  
**Responsible Office:** Academic Affairs

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### **1. Scope:**

This policy applies to faculty.

### **2. Definitions:**

This section is intentionally left blank.

### **3. Policy:**

A syllabus provides a course description, sets forth the vision for a course, and informs students of what is expected of them in meeting course requirements. The Southern Association of Colleges and Schools (SACS) requires that “students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.”

A syllabus must be distributed to students in all courses in either hard copy or electronic version. An electronic copy also must be forwarded to the department chair by the end of the first two weeks of a semester. The chair will then notify the author of non-compliant issues and that the syllabus must be resubmitted after the changes have been made.

### **4. Procedures:**

Procedures: All courses must include the minimum information listed below. Individuals may choose to require additional information as needed.

All syllabi, regardless of format, are required to include:

1. Course designator and number, section number, and course title
2. Credit hours



3. Name(s) of instructor(s)
4. Contact information for all involved in teaching the course, including office locations, office hours, e-mail addresses, and phone numbers
5. Course goals: Courses required in a major should align with the programs goals in that major and include an applicable University Level Competency (ULC). Courses that are a part of the General Education/Touchstone Program must include pertinent ULCs. Other courses also should include ULCs if applicable.

If the course includes at least one global learning component, the syllabus should state,

"The global learning component(s) of this course is/are the following: {insert list. For example, 'a comparison of the US Bill of Rights and the Universal Declaration of Human Rights' or 'students will read nine culturally different versions of the Cinderella story' or 'students will engage with non-native English speaking students attending the Rock Hill public schools'}."

Courses in foreign language or those approved to meet the Touchstone's Program's Global Perspectives requirement may simply state, " This course participates in the Global Learning Initiative by its very nature."

6. Student learning outcomes (These are the specific and measureable skills, knowledge, and attitudes that students should be able to do or to demonstrate as a result of the course.)
7. Course requirements including required and optional texts, field trips, safety procedures, technology requirement, etc.
8. Student performance assessment measures (These are the activities and assignments that are used to evaluate students' achievement of the learning outcomes and include such things as tests, performances, research assignments, papers, debates, oral presentations, essays, lesson plans, marketing plans, etc.)
9. Tentative course calendar or schedule
10. Grading system, including plus and minus grade policy
11. Attendance policy
12. Final exam date and time



13. Students with disabilities policy

14. Student code of conduct

15. Syllabus change policy

16. AI policy

#### General Education Courses

Courses that are part of the General Education/Touchstone Program must include the pertinent ULCs.

#### 500-Level Courses

A 500-level course that may be taken for undergraduate or graduate credit must indicate the specific course requirements that address the advanced nature of the course and the advanced requirements for graduate students.

Online Learning: Syllabi for online learning courses must also include the following:

1. Statement concerning course: management: "Students who are enrolled in online courses are entitled to the campus resources made available to on-campus students. These resources include admissions counseling and health services, library, student services, and recreational facilities. Questions regarding access to these resources should be directed to the assigned academic advisor."
2. Information regarding any mandatory on-campus meetings, field trips, or specialized library or laboratory work expected of the student in the course.

#### Recommended Information

Colleges and departments may have additional syllabi requirements. The following information is recommended:

1. course catalog description
2. prerequisites
3. discussion of teaching methods and instructor expectations
4. important academic dates, such as drop and add, withdrawal, S/U status

#### Student Code of Conduct

As noted in the Student Conduct Code: "Responsibility for good conduct rests with



students as adult individuals.” The policy on student academic misconduct is outlined in the “Student Conduct Code Academic Misconduct Policy” in the online Student Handbook. More explicit policies relative to a specific discipline/college also may be posted in a syllabus.

## **5. Resources:**

[AI Policy and Guidelines](#)

## **6. History of Revisions:**

05/20/2025 Added AI statement requirement  
04/19/2021 Minor Revisions  
09/01/2018 Minor Revisions  
07/01/2016 Policy first established

## **7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: