

Winthrop University
College of Arts and Sciences
Syllabus Policy

All course syllabi must include the required information listed below.

Faculty may provide additional information at their discretion.

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 Commission on Colleges (SACS-COC) 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.”

Winthrop University and the College of Arts and Sciences collect electronic copies of syllabi each term in order to meet accreditation standards. A syllabus must be available electronically for every course assigned a unique CRN in the Banner system. This means that **in addition to regularly scheduled courses, a syllabus is needed for honors sections created when a student and faculty member create an honors contract, when an internship is completed for course credit, when a student is taking independent study credit, and when a thesis credit is scheduled.** Further, syllabi are maintained and archived according to the name and primary college of the instructor; therefore, **faculty teaching courses outside of their primary department must provide a copy of the course to their home department in addition to the department in which the course is housed.** For example, an instructor in the department of English who is teaching HMXP would submit the syllabus for that course to the English department (in addition to University College) so that the syllabus uploaded to the Watermark online repository by the English department.

A syllabus must be distributed to students in all courses. All faculty must post syllabi for their courses on Blackboard for all in-person, hybrid, and online sections. Faculty using other online/remote delivery platforms will use the course Blackboard site to direct students to the desired instructional platform. An electronic copy must be forwarded to the department chair **not later than the end of the first week of classes.** Faculty are now responsible for uploading their own syllabus into Watermark. These will no longer go to the Administrative Assistant of the department. Here is a [step-by-step guide on how to do this](#).

Please use the same naming system as before: {Course}_{Section}_{Term}_{Username}.pdf”

Content Requirements

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

- *Course designator and number, section number, and course title*
- *Credit hours*
- *Name(s) of instructor(s)*
- *Contact information* for all involved in teaching the course, including office locations, office hours, e-mail addresses, and phone numbers
- *Course goals:* These are the broad goals that may appear in a formal course description. They should connect to and/or be a part of program goals in the major.
- *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. Learning outcomes are often expressed in such terms as “Students will demonstrate...” or “Students will acquire knowledge about...” It is important to keep in mind that student learning outcomes are connected to course goals and larger program goals; therefore, the learning outcomes constitute an important part of program assessment plans.
 - In a science course, a student learning outcome might be: students will “identify and develop hypotheses, design studies, and collect data in light of these hypotheses.”

- In an ethics course, a student learning outcome might be: students will demonstrate the use of an ethical framework in explaining the consequences of decisions.
- *Course requirements*
 - Student Learning Activities (performance 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. In a science course, such items might include the development of an experiment and the collection of data to test a hypothesis about the response of damaged cardiac muscle to a specific protein. In a philosophy course, such items might include an essay in which students must analyze the ethical implications of a case study describing team decision-making.
 - Other course requirements such as required and optional texts, field trips, safety procedures, etc.
- *Grading system*, including plus and minus grade policy
- *Attendance policy*: Faculty should review [Winthrop's student class attendance policy](#). Note that this policy specifies a default policy which is in effect unless the faculty member specifies otherwise in the syllabus: "if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the Withdrawal from Courses section of the University catalogs, a grade of F, U, UF, or UU shall be assigned." Instructors must provide adequate opportunity for the student to make up for absences, but only if the absence is appropriately caused. The student is responsible for providing documentation certifying the legitimacy of the absence to their instructor in advance of such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no later than the date the student returns to class.
- *Tentative course calendar or schedule*
- *Final exam date and time* (Note: the deadline for an online course's final exam or cumulative assignment must be during exam week and should be specified on the syllabus)
- *Syllabus change policy*
- *AI policy*: See [Academic Affairs Guidelines Regarding AI](#) which includes suggestions for syllabus language.
- *Accessibility policy*: Winthrop University is dedicated to providing access to education. If a student requires specific accommodations to complete a course, they should contact the Office of Accessibility Services at 323-3290 as soon as possible.
- *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/department may also be posted in a syllabus.
- *List of General Education Program area(s) that the course fulfills*, if any.
- *Graduate level requirements in 500-Level Courses*: A 500-level course may have students who are taking the course for graduate credit and others who are taking it for undergraduate credit. In accordance with SACS-COC guidelines, if graduate students are enrolled in the course, a distinct syllabus must specify the course requirements indicating the more advanced nature of the course and the advanced requirements for graduate students.
- *Global Learning Initiative Statement for courses with at least one global component*:
 - 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 General Education Program's Global Perspectives requirement may simply state, "This course participates in the Global Learning

Initiative by its very nature."

- *Online Learning:* Syllabi for online learning courses must also include the following:
 - Statement concerning course management: Any student enrolled in courses at Winthrop regardless of modality (traditional in-person, online, hybrid, ...) is entitled access to all campus resources. These resources include, but are not limited to, admissions counseling, recreational facilities, and health, library, and academic services. Questions regarding access to these resources should be directed to the assigned academic advisor.
 - Information regarding any mandatory on-campus meetings, field trips, or specialized library or laboratory work expected of the student in the course.

Recommended Information

Departments may have additional syllabi requirements. The following information is recommended:

- *Course catalog description*
- *Prerequisites*
- *Classroom where the course is held*
- *Discussion of teaching philosophy and methods*
- *Expectations for students*
- *Important academic dates, such as drop and add, withdrawal, S/U status*
- *Other important policies* (The CAS Faculty Assembly adopted a [policy on handheld electronic devices](#) [cell phones, etc.] in the classroom, available on the College Faculty Resources webpage.)
- *Information on support services* such as the Academic Success Center, Mathematics Tutorial Center, and the Writing Center
- *SC REACH Act Required Reading:* If your course satisfies the SC REACH act founding documents requirement, then your syllabus might include the following:
 - To satisfy the REACH Act Founding Documents requirement, all students enrolled in the course must read the following documents in their entirety:
 - U.S. Constitution
 - Declaration of Independence
 - Emancipation Proclamation
 - Federalist Papers: [identify at least 5 by number]
 - Documents foundational to the African American freedom struggle: [identify at least one document by title]

Suggestions for alternative course types:

- *Honors sections in which a contract is designed:* the initial course syllabus with a copy of the honors contract is acceptable documentation. The instructor should make a copy of the contract before returning it to the student.
- *Independent Study:* A contract or list of guidelines with goals and expectations is acceptable documentation.
- *Internships:* The requirements, guidelines, or contract provided for the student outlining expectations is acceptable documentation.
- *Thesis Credit:* The guidelines and expectations for thesis creation are acceptable documentation. The instructor of record in the Banner system should be the thesis director.

Quick Reference Checklist for Required Syllabus Elements

- ☐ Accessibility policy
- ☐ AI Policy Statement
- ☐ Attendance policy
- ☐ Course Calendar or Schedule
- ☐ Course designator, number, and section number
- ☐ Course goals
- ☐ Course requirements
- ☐ Course title
- ☐ Credit hours
- ☐ Final exam date and time (or deadline, for online courses)
- ☐ List of any General Education Program area(s) that the course fulfills
- ☐ Global Learning Initiative Statement for courses with at least one global component
- ☐ Grading system, including plus and minus grade policy
- ☐ Graduate level syllabus and requirements for 500-Level Courses
- ☐ Instructor name¹
- ☐ Instructor email address
- ☐ Instructor office location
- ☐ Instructor telephone number
- ☐ Office hours
- ☐ Online Course student services statement
- ☐ Online Course info on mandatory on-campus or other location meetings
- ☐ Student code of conduct
- ☐ Student Learning Outcomes
- ☐ Syllabus change policy
- ☐ Tentative course calendar or schedule

Remember to turn in a syllabus for each of the following if you are the instructor of record:

- ☐ Courses within the college (different sections may share a syllabus, but each CRN, etc. must be listed)
- ☐ Courses outside the college
- ☐ Honors sections
- ☐ Independent studies
- ☐ Thesis courses
- ☐ Internship courses

¹ If multiple instructors, then provide instructor information for each instructor.