SYLLABUS REQUIREMENTS

Frequently Asked Questions

1. Who created and approved the original syllabus policy and template?

Northern Arizona University first began requiring that faculty use a syllabus template in 1998. In Academic Year 2014-2015, the Faculty Senate's Advisory Council on Curriculum and Assessment (the "ACCA") conducted a two-r.Se.2 (n)-12.3u0 1 TuJ3.58

instructor, instructional delivery mode, or when the course is taught), and Academic Units have access
syllabi for all classes taught each term as well as syllabi passed through the curriculum approval proces

3. Is there flexibility in developing syllabi from one class section to another?

The approved course purpose statement, course student learning outcomes and Academic Catalog information must remain the same each time the course is taught (regardless of class section, instructor, instructional delivery mode, or when the course is taught). If program faculty determine that additional aspects of the syllabus are to remain the same each time the course is taught (regardless of class section, instructor, instructional delivery mode, or when the course is taught), that information is documented in the Syllabus of Record, which is the syllabus passed through the curriculum process (see question #5 for additional information about Syllabus of Record).

8. Do all sections of a syllabus need to be completed for a Syllabus of Record?

A Syllabus of Record provides a fully designed syllabus for the course. This means a fully defined:

- Course purpose
- Course student learning outcomes
- Assignments or assessments of course student learning outcomes
- Grading system
- Readings and materials
- Class outline or tentative schedule
- Class policies (as applicable)
- Syllabus Policy Statements
- Additional sections or elements required by the department

Departments have created a variety of guidelines concerning what aspects of the Syllabus of Record must remain the same across all class sections, instructors, modalities, etc. Here are a few:

- Create a syllabus that identifies with Microsoft Word comments or notes the elements that must remain the same across syllabi.
- Identify the syllabus sections that must remain the same across all syllabi. Develop those sections, identifying clearly in the title that the elements must remain the same across all syllabi. Cut and paste