

PLEASE EMAIL SYLLABI to
col-syllabus@bethel.edu

A copy of your course syllabi is due in the Office of Academic Affairs *by the last day to add/drop a first-half or full term class*. **Please send the syllabi by email to col-syllabus@bethel.edu.** Academic Affairs oversees the collection and maintenance of these files for a variety of purposes:

- The Higher Learning Commission, our accrediting body, requires we collect and file syllabi for all courses taught at Bethel.
- The availability of these syllabi is helpful to former students when they request copies of specific course syllabi to substantiate credits for further education.
- Faculty often request copies of syllabi from past years.

The syllabi should provide students with the following information:

1. Term (e.g. Fall 2016)
2. Course number and title (as printed in the catalog)
3. Name of instructor, office location, phone number, and office hours
4. Prerequisites, if any, or other screening devices required for enrollment in this current course (as printed in the catalog)
5. A list of objectives stating the skills and knowledge they will gain by completing the course. (Note: All General Education classes should include the outcomes for the General Education category or course stated in the General Education document.)
6. Course texts and materials
7. Evaluation and grading procedures – students need to have a clear understanding of how you will evaluate them; for instance, what their tests will cover, and what type of tests will be used. Specify the relative weights of the grading factors you use.
8. Academic Honesty Policy – if you have a policy for your class that is more specific about the consequences of academic dishonesty than that which is in the catalog, please include it in your syllabus. (From catalog: “Violation of honesty standards can result in denial or credit (*U* or *F*) in a course, as well as dismissal from the university. Penalties are given at the discretion of the faculty member, and offenders may be referred to the vice president and dean.”)
9. Attendance policy
10. Accommodation Policy – must be exact wording from catalog. Must put actual text in your syllabus, not just the link. (<http://catalog.bethel.edu/arts-sciences/academic-information/course-policies-grades/>)
11. Concerns and Appeals – include link to the catalog (<http://catalog.bethel.edu/arts-sciences/academic-information/academic-appeals/>). You may include on your syllabus additional information consistent with the catalog.
12. Final examination date and time
13. Course schedule of readings and assignments

If you need assistance in preparation of syllabi, please contact your department chair. The Faculty Development Team can also assist you in ways to use your syllabus as a teaching tool.

We appreciate your timely attention to this matter.

Send by email attachment to: col-syllabus@bethel.edu