

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 – all syllabi must include this statement from the catalog, *not* just a link “Violation of honesty standards can result in denial of 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 will be referred to the associate provost of the College of Arts & Sciences.” 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 along with the catalog statement above.
9. Attendance policy
10. Accommodation Policy – all syllabi must include this statement from the catalog, not just a link “Disability-related accommodations are determined by the Office of Accessibility Resources and Services (OARS). Students are responsible to contact the Office of Accessibility Resources and Services. Once OARS determines that accommodations are to be made, they will notify the student and the instructor via e-mail. Students choosing to use the disability-related accommodations must contact the instructor no later than five business days before accommodations are needed. The instructor will provide accommodations, but the student is required to initiate the process for the accommodations.”
11. Concerns and Appeals – include link to the catalog (<http://catalog.bethel.edu/arts-sciences/general-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