March 6, 2017

To: Dean Van Galen, Chancellor

116 North Hall
University of Wisconsin-River Falls

From: Mialisa Moline, Chair

Faculty Senate
University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2016-17/79

The following motion was approved unanimously with 18 in favor, 0 opposed, and 0 abstentions, by the Faculty Senate on March 1, 2017:

A motion from the Academic Standards Committee (Imtiaz Moosa, Chair) to approve changes to Ch. 9.2.3 – Syllabi (see attached document).

[Signature]
Approved

[Signature]
Disapproved

Dean Van Galen, Chancellor

3/7/17
Date
Chapter IX - Academic Standards, Procedures and Policies

9.2.3 Course Specifications and Working Syllabi

9.2.3.1 Course Specifications

Course proposals will be submitted for approval through the appropriate governance processes (consult the committee description for the University Curriculum Committee for additional details). Upon final approval (i.e., the approval of the University Curriculum Committee, or the General Education and University Requirements Committee) the following components of the course proposal will comprise the official course specifications:

- Course Title
- Subject Code
- Course Number
- Credits
- Catalog Description
- Course Objectives
- Required Course Content
- Evaluation Procedures
- Distinction between the requirements and/or performance for undergraduate and graduate students.

The official course specifications, syllabus for each course must be filed in the office of the Dean of the College in a form prescribed by the College and University Curriculum Committees will be filed in the university's syllabi repository.

9.2.3.2 Working Syllabus

A working syllabus refers to the document provided to students in each section of a course. A working syllabus in pdf format for each section of a course will also be filed in the university's syllabi repository.

It is recommended that all faculty and instructional staff will be expected to complete a working syllabus for each class, where appropriate, excluding courses focused on individualized instruction, such as internships, mentorship, independent readings and
independent study. The working syllabus will be provided handed out to students; the syllabus may either online or as a hard copy and will include the following items:

- Course Title
- Subject Code or Department/Program Prefix
- Course Number
- Section Number
- Credits
- Prerequisites and Corequisites
- Course Objectives
- Required Course Content and any additional content
- Grading Policy
- Distinction between the requirements and/or performance for undergraduate and graduate students (for courses that are taught simultaneously as a combined undergraduate and graduate course). The following unique expectations of graduate students must be addressed:
  - Content: e.g. the additional content that graduate students will explore, or the additional depth and scope of course content that will be covered by graduate students.
  - Intensity: e.g. the additional readings, assignments, additional requirements, evaluations, and so on that reflect additional rigor.
  - Self-direction: e.g. the work required outside of class that reflects increased self-directed learning.
- Class meeting dates and times (i.e. as appropriate, based on the mode of instruction)
- Classroom or Location (as appropriate, based on the mode of instruction)
- The Mode of Instruction
- Description of how required student contact hours are met. For courses that are not offered 100% face-to-face, instructors should detail how meetings, assignments, activities, and/or online work meet the expectations of the U.S. Department of Education and the Higher Learning Commission
- Name of Instructor(s)
- Instructor's Email
- Instructor's Phone Number
- Instructor In-Person and/or On-line Office Hours
- Course On-Line Location or Web Page (for courses that are partially or wholly offered through distance education)
- Required Textbook and other Required Materials
- List of Major Assignments and/or Examinations
- Attendance and/or Participation Policy, or the requirements for student interaction for courses that are offered partially or wholly through distance education
- Late Work and missed examination policies
- Campus policies on inclusion, respect, ability/disability, accommodation, and academic integrity and/or a link to campus policies regarding inclusion, respect, ability/disability, accommodation, and academic integrity.
- Instructors retain the ability to modify aspects of the class in order to meet course objectives and to respond to student needs and interests, as long as such modifications are consistent with both the official course specifications and any written departmental expectations (i.e., approved formally by the department), and that they are communicated to students in a timely manner.
- Instructors retain the academic freedom to deliver course content to achieve academic rigor and to serve the best interests of students.

COURSE NAME
COURSE NUMBER
CLASS MEETS
CLASSROOM
INSTRUCTOR OFFICE HOURS
OFFICE TELEPHONE
REQUIRED TEXTBOOK AND OTHER REQUIRED MATERIALS:
COURSE OBJECTIVES
DESCRIPTION OF MAJOR ASSIGNMENTS AND GRADING POLICY:

Grading: (include how the grade will be determined and what will comprise final points) Exams: (format of exams and approximate dates)
Assignments: (include what assignments will be, such as papers, cases, and other projects and points assigned to each) Other course requirements/expectations:
ATTENDANCE POLICY
FINAL EXAM DATE
LATE WORK POLICY
COURSE OUTLINE: DATE, TOPIC, ASSIGNMENT
(list outline by week, day, or sequence)