

McCOY COLLEGE OF BUSINESS ADMINISTRATION

CBAPPS 2.03

Syllabus Preparation and Distribution

PURPOSE

Faculty members in the McCoy College are expected to provide students with a course syllabus each semester. In addition, the Regent's Rules require that the syllabus be available and reviewed annually by appropriate departmental personnel or select committees.

UNIVERSITY POLICIES

See current Faculty Handbook for additional information.

Academic Affairs Policy & Procedure Documents:

- 4.01 Conduct and Planning of Courses
- 4.02 Conduct of Classes

GENERAL INFORMATION

1. Faculty members will prepare a separate syllabus for each course taught during a given semester. They will be expected to provide each student with a copy of the written course syllabus or direct students to the web address containing the syllabus on the first day of class.
2. Three copies of each course syllabus will be provided to the administration. One copy will be retained in the departmental office, the second copy will be transmitted to the dean through the department chair and the third copy will be transmitted to the chair of the College Curriculum Committee. These syllabi are used by academic administrators to satisfy the requirements of various accrediting agencies, to answer curriculum questions from external constituencies other than accrediting agencies, to respond to student inquiries, and to routinely verify reasonably uniform coverage of material in core and multi-section courses.
3. Each syllabus should include, but not be restricted to, the course description, the purpose and objectives of the course, a list of required and recommended readings, a calendar of major exams and major project due-dates, times and location of office hours, and policies regarding student absences, grades, writing deficiency, etc. The dean and AACSB coordinator will identify and communicate to all faculty members the need for additional statements such as the inclusion of topics to be covered that relate to the College mission and accreditation standards.

Faculty should also include a reference to the university statement on academic honesty.

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded

Review Cycle: Sept. 1, E5Y

Review Date: Sept. 1, 2007

CBAC Review: _____ Date: _____

Governance Review: _____ Date: _____

Approved: _____ Date: _____

Denise T. Smart
Dean, McCoy College of Business Administration

Last Update: May 2004