



Course Syllabus Requirements #300.010

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
November 10, 2003	November 17, 2020	Academic Affairs

POLICY STATEMENT
<p>1) All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit and for non-credit courses required for a degree or academic certificate.</p> <p>2) Students should receive or have access to the course syllabus no later than the first class meeting for lecture and lab courses, no later than the first day of the semester for on-line courses, and no later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses. Exceptions to the time constraints of this policy may be made on a case-by-case basis by department chairpersons or school directors when instructors are assigned in an untimely manner.</p> <p>3) Each department or school will maintain an electronic file of current course syllabi and make available for public examination either on-line or in printed copy throughout the semester.</p> <p>4) Each course syllabus must contain the following information:</p> <ul style="list-style-type: none"> • the name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and corequisites (if any), and semester and year offered; • the instructor's name, telephone number, e-mail address, department or school, office location and office hours; • required purchases including texts (including ISBN), lab supplies, artistic supplies, professional and ancillary items; • a tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations; • performance measures that will be considered for evaluation in awarding final grades; • any policies of the instructor and/or department that may impact a student's enrollment or final grade; • how the final grade is to be calculated; • attendance standards, if required; and



- Date for final exam according to the university’s official exam schedule. During the final week of the semester, instructors should plan for either a final exam, or some type of culmination project or capstone experience.
- 5) Recommended syllabi content is specified in the FIU Faculty Handbook (Office of the Provost website)

SCOPE

This policy applies to all instructional faculty.

REASON FOR POLICY

To provide uniform expectations regarding the content of all course syllabi produced at the University.

ROLES AND RESPONSIBILITIES

Faculty: Publish course syllabi for student access per policy requirements. Provide copy of syllabi to Department Chairperson or designee.

Department Chairperson: Maintains department records of up-to-date syllabi.

Instructors: are encouraged to include additional information, such as the University’s drop date, links to additional resources and regulations, and academic misconduct policies (see Faculty Handbook) for further clarity of University policies.

RELATED RESOURCES

Authority/Source
Syllabi content (recommended) contained in the FIU Faculty Handbook
https://academic.fiu.edu/docs/Faculty_Handbook.pdf



CONTACTS

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RESPONSIBLE ADMINISTRATIVE OVERSIGHT

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HISTORY

Initial Effective Date: November 10, 2003

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): March 29, 2010; November 17, 2020