

## Common Syllabus Content Policy

(updated Oct. 2018)

The syllabus must accurately describe the requirements and expectations governing the course. Be as clear as possible regarding your policies and expectations. A syllabus must contain the following information:

1. Catalog information: class name, number, CRN, number of credit hours, prerequisites, general education attributes, course description/catalog entry, semester/year, meeting time(s), meeting place(s). This information can be found on the registrar's website. Use either the Dynamic Course Offering tool (find the particular course and click on the blue subject hyperlink for that course) or use the Schedule/Catalog Search tool (find the particular course and click on the "View Catalog Entry" link).
2. Instructor information: name, contact information, available office hours.
3. Course materials & resources (plus where they may be obtained). Please include title, author, publisher and edition if applicable.
4. Course fees, if any.
5. Course goals, objectives, or outcomes.
6. Course policies. Grading policy, attendance policy, and rules concerning late assignments, missed tests, excused absence policy, etc. Other policies unique to course/instructor (laptops, cell phones, leaving during a class, etc.).
7. Course calendar (includes major assignments & due dates, dates of major exams, date & time of final exam). Rough estimates such as "10th week" are good if a specific date is unknown. The final exam schedule is posted on the registrar's website.
8. Academic dishonesty. (Faculty should cut and paste the following paragraph into their syllabus. Additional information regarding the faculty member's policy for academic dishonesty should be added as well to this material.)

The University expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The University also expects cooperation among administrators, faculty, staff, and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders. The University Code of Academic Student Conduct is found in Appendix C of the Student Handbook: [http://www.onu.edu/student\\_life/student\\_conduct/student\\_handbook](http://www.onu.edu/student_life/student_conduct/student_handbook)

9. Special accommodations. (Faculty should cut and paste the following paragraph into their syllabus.)

Students requiring particular accommodations because of physical and/or learning disabilities should contact their Dean's office prior to or during the first week of classes.

For additional information, see:

[http://www.onu.edu/student\\_life/health\\_and\\_counseling/disability\\_services](http://www.onu.edu/student_life/health_and_counseling/disability_services)

10. Title IX. (Faculty should cut and paste the following paragraph into their syllabus.)

Ohio Northern University does not discriminate or tolerate discrimination on the basis of sex, gender, transgender status, gender identity, or gender expression in its educational, extracurricular, or athletic programs, or in any admission or employment decisions. ONU is committed to promptly and equitably responding to all reports of sexual discrimination with the goal of eliminating the misconduct and/or harassment, preventing its recurrence, and addressing its effects on any individual or the community.

To report sexual misconduct (violence) or sexual harassment, students may contact the Title IX Coordinator, Nancy Sabol, (419) 772-2218, [n-sabol@onu.edu](mailto:n-sabol@onu.edu) or one of the Deputy Title IX Coordinators, Brian Hofman, (419) 772-1878, [b-hofman@onu.edu](mailto:b-hofman@onu.edu); LaShonda Gurley, (419) 772-3145, [l-gurley@onu.edu](mailto:l-gurley@onu.edu).

To confidentially discuss sexual misconduct (violence) or sexual harassment, students may contact University Confidential Resources: Counseling Center, (419) 772-2190; Health Center, (419) 772-2086; or Chaplain, (419) 772-2200. For more information, the University's Sexual Discrimination Policy is available at [www.onu.edu/title\\_IX](http://www.onu.edu/title_IX).

A course syllabus template incorporating these items is available, should you wish to use it, on the registrar's website under Forms and Reporting Tools for Faculty.