

# Fitchburg State University

## Undergraduate Courses

### Syllabus Guidelines/Course Information

Prior to the end of the first week of the semester, the instructor will distribute to each student in each course and section a written and dated course syllabus, which must contain at least the following information:

1. The instructor's name, department/program, course number and title, credit hours, semester/days/time of class, office location, office hours, email address and telephone number.
2. Official course description.
3. Course goals and learning objectives, as defined by the instructor.
4. The instructor's attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
5. A list of texts and/or additional resources such as software for the course, indicating which are required and which are optional.
6. The course requirements for assessment, such as papers, projects, and examinations (with due dates if possible).
7. A statement regarding whether the instructor will include a final and the form that final will take (e.g. exam, project report, presentation, etc.)
8. A list of topics to be covered and the activities expected from the students.
9. The method by which a student's final grade in the course will be determined.
10. The instructor's policy on work handed in late, makeup examinations, and the like.
11. Any special rules, regulations, or procedures of the course.
12. A statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course (whether a student is present or not).
13. A statement regarding the University Academic Dishonest policy.
14. An informational statement about disability services available to students.

Approved by ACC and President – July 2007 Effective Fall 2007

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