

Office/Contact: Office of Academic Affairs

Source: SDBOR Policy 2.7.3 (Syllabi and Learning Management System); SDBOR Academic Affairs Guidelines, Section 2.7.3

Link: <https://public.powerdms.com/SDRegents/tree/documents/1587694>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Course Syllabus

NUMBER: 2:3

1. Purpose

This policy implements SDBOR Policy 2.7.3 and outlines the information to be made available to students and the associated posting requirements, ensuring students have access to accurate and timely information on the courses in which they are enrolled.

2. Policy

- a. It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards, and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. Copies of the syllabus are also maintained in the Dean's office of each respective college or in the office(s) of other academic administrators designated by the Dean.
- b. All sections for the semester will be activated in D2L no fewer than three (3) working days prior to the start of the term by the instructor of record. A course syllabus must be available and posted in D2L no fewer than three (3) working days prior to the start of the term by the instructor of record.
 - i. Courses that are exempt from the D2L posting requirement include internships, thesis, and dissertation sections. These sections will require an agreement to be completed between the University and the student.
 - ii. For clinical experiences, the course syllabus or agreement will be posted in the applicable clinical learning management system.

- iii. Office Hours and Availability to Students: Faculty will establish sufficient office hours to be available to students and other client and colleague related duties. Faculty have a responsibility to post office hours and to ensure they can be reached during those office hours. Faculty will also make reasonable efforts to be reached via email in a timely manner.
- iv. Course Description (as it appears in the course catalog)
- v. Course Goals and Student Learning Outcomes

- vi. Course Meeting Time and Location (as provided in the student information system)
- vii. Required Textbook(s)/Required Course Materials
- viii. Description of Instructional Methods
- ix. Tentative Course Schedule
 - x. Course Assignments
 - xi. Attendance/Make-up Policy
 - xii. Evaluation Procedures (i.e., tests, projects, assignments, grading policy, etc.)
- xiii. A link to the required [SDBOR](#) or [University](#) statements/policies
- xiv. ADA Statement: South Dakota State University strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users in order to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services (Phone: 605-688-4504; Fax: 605-688-4987; E-mail: Nancy.Crooks@sdstate.edu or

their email address is loaded. Students can at any time update their information in the student alert system.

- xix. Complaint Procedure and Academic Appeals: South Dakota State University's primary objective is to assist students in meeting their academic goals through a positive and rigorous academic experience. In the case that a student has a concern, the University's procedures should be followed to address these concerns and/or complaints. University Policy 2:4 outlines procedures for academic appeals.
- xx. Student Success Services and Supports: Information about student success services and supports, including tutoring and supplemental instruction, can be found at the Wintrobe Student Success and Opportunity Center's website: <https://www.sdstate.edu/wintrobe>.

d. Optional Course Syllabi Components

- i. Veterans and Active Duty Military Personnel: Veterans and Active Duty Military Personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, and other qualifying needs) are welcome and encouraged to communicate these, in advance if possible, to the instructor in order to address attendance requirements or other actions in accordance with SDBOR and University policies and procedures.
- ii. Late to Class statement (the following paragraph is suggested to be added to course syllabi and can be modified to fit expectation of the instructor (i.e., the times below are flexible)):
All members of the class should make every effort to arrive on time. In the event that I am going to be late, due to circumstances beyond my control, I will, if possible, notify the department and ask that someone be sent to apprise you of the situation. If such notification is not possible, please remain in the class for

