



Syllabus Policy	
Responsible Official: Provost	Responsible Office: Office of the Provost

Policy Purpose

This policy specifies the syllabus requirements for undergraduate courses and graduate courses that are credit bearing. This policy does not apply to the Quillen College of Medicine or the Gatton College of Pharmacy.

Policy Statement

I. Scope of Policy.

This policy applies to all undergraduate courses and graduate courses, except those offered by the Quillen College of Medicine and the Gatton College of Pharmacy, that are offered on-line or on-ground.

II. Syllabus Required.

For every credit-bearing course at ETSU, the Instructor of Record (hereafter Instructor) is required to create a course syllabus that is provided to every student enrolled in the course. For full-term courses, the Instructor should provide the syllabus to every student no later than the 1st day of class and must do so by no later than the census date as published on the [ETSU Academic Calendar](#). For courses that follow a five (5) week or seven (7) week schedule, the Instructor should provide the syllabus to every student no later than the 1st day of class and must do so by no later than the fourth (4th) day of class. If the fourth (4th) day of class falls on a weekend, the Instructor must provide the syllabus to every student by the next business day the class meets.

III. Submission to Department.

The Instructor must submit an electronic copy of the course syllabus to the appropriate department syllabus repository by the census date as published on the ETSU Academic Calendar.

IV. Syllabus Content.

Each syllabus must be modeled upon and comply with the University's [Syllabus Template](#) that prescribes the minimum syllabus content required, except as noted in this policy. A syllabus outlines the academic relationship between instructors and students in a course. Used as a basis for communication and accountability, a syllabus conveys the learning outcomes, assessments, course expectations, organizes required information, sets the tone for the learning environment, and assists students in navigating the course. A syllabus helps to document and clarify essential information, including course goals, learning objectives, evaluation and grading standards, key dates and assignments, and expectations for student and instructor behavior.

The Instructor may make changes to the syllabus during the course of the semester for a variety of reasons, including, but not limited to institutional closures, course pace, availability of guests, unforeseen circumstances, etc. If an Instructor makes changes to the syllabus, the instructor should communicate these changes to the students in a timely manner.

IV. Exceptions.

A. Accreditation Requirements.

Course syllabi may be subject to additional programmatic accreditation requirements not defined in this policy.

B. Template Exceptions.

Courses corresponding to thesis, dissertation, practicum, research, independent study, and special topics do not need to follow the university's syllabus template, but must have a syllabus that is submitted according to this policy.

C. Non-Credit Bearing Courses.

Non-credit bearing courses are not subject to this policy; however, instructors of such courses are encouraged to use the principles of this policy to ensure students have the information needed to be successful.

Authority: Focus Act § 49-8-203, et seq.

Previous Policy:

Defined Terms

A defined term has a special meaning within the context of this policy.

Course Description	Approved concise and informative definition of the course in the course catalog.
Course Purpose Statement and Objective	A statement of academic purpose summarizing the reason a course is needed in a program of study. The objective identifies the overall aims of the course and the role the course plays in the discipline it serves.
Instructor of Record	The primary instructor listed within the university system. The academic unit assigns the instructor of record via the schedule of classes each semester.
Student Learning Outcomes	Learning outcomes are statements that articulate at the beginning of the course what the student should know, be able to demonstrate, do, or value as a result of completing a course.

Policy History

Effective Date

- a. Initial: 04/29/24
- b. Revised:

Procedure

I. Availability of Syllabi to Instructors.

Department chairs or designee(s) are responsible for making course syllabi, approved through the curriculum process, available to their faculty members, particularly faculty members who are teaching a course for the first time, who have not taught the course recently, or faculty serving as adjuncts.

II. Maintenance and Periodic Review.

- A. Department Chairs are responsible for maintaining all approved and current syllabi and related materials, for all classes taught in a central unit in an electronic repository to which all unit faculty or instructors have access.

- B. Departments are responsible for regular review of course syllabi to ensure alignment of course design with course purpose and learning outcomes to determine whether the course changed substantially to warrant re-submission through the curriculum approval process.

III. Department Submission of Syllabi.

Department Chairs, or their designees, are responsible for providing an electronic copy of the course syllabi for each course offered within the department to the Director of the Curriculum Innovation Center to make available to future students as needed.

Procedure History

Effective Date

- a. Initial: 04/29/24
- b. Revised:

Related Form(s)

[Syllabus Template](#)
[Syllabus Attachment](#)

Scope and Applicability

Primary:

Secondary: