TO: New GVSU Faculty

FROM: Maria Cimitile, Associate Vice President for Academic Affairs

SUBJECT: University Policy on Course Syllabi

Welcome to Grand Valley State University. As you develop your course syllabi and prepare for the first day of your classes, please be sure to convey to students the following critical information as required by our policies and procedures (Chapter Three of the Faculty Handbook).

**Information to be Given at First Class Meeting**

1. A syllabus
2. Your name, office number (when possible), office phone number, email address, and office hours
3. Title, department and number of the course, e.g., ANT 215 Origins of Civilization
4. Prerequisites to the course, if any
5. The learning objectives of the course
6. The requirements of the course
7. Text(s) and/or materials required for the course
8. The basis for assigning grades in the course
9. Your policy on absences and late assignments
10. The date and time of final examination (see Important Dates, Registrar’s Office)

I recommend that for all syllabi you also include these two additional items on your syllabi:

1. The deadline for withdrawing from a class (see Important Dates, Registrar’s Office)

2. And this statement concerning students with disabilities: “If you need academic accommodations because of a learning, physical, or other disability, please contact the Disability Support Resources office (4015 JHZ) by calling 331-2490 or email to dsrgvsu@gvsu.edu. Furthermore, if you have a physical disability and think you will need assistance evacuating this classroom and/or building in an emergency situation, please make me aware so I can develop a plan to assist you.”

I also recommend that you consult the Pew Faculty Teaching and Learning Center’s Syllabus Statement Examples site for additional optional information to include in your course syllabi.