<table>
<thead>
<tr>
<th>Is it there?</th>
<th>Expected</th>
<th>Optional</th>
<th>Syllabus Content</th>
</tr>
</thead>
</table>
| X           |          |          | The following neatly typed and clearly organized with appropriate headings or tables of information to include  
|             |          |          | • course number and title;  
|             |          |          | • credit hours associated with course;  
|             |          |          | • course prerequisites and course description from catalog;  
|             |          |          | • instructor’s name, office phone number, email address and office hours.  
|             |          |          | • class location and meeting hours;  
|             |          |          | • Indication of how instructor will communicate with students  
|             |          |          | • regarding cancellations due to illness or inclement weather |
| X           |          |          | Specific course student learning outcomes related to academic program student learning outcomes for the major or minor area of study |
| X           |          |          | If course is part of the General Education Program, inclusion of General Education Program student learning outcomes and artifacts that are assessed for evidence of student learning in the General Education Program |
| X           |          |          | Listing of assigned texts, readings, or other material or media, |
| X           |          |          | Evaluation & grading policies |
| X           |          |          | Information about class calendar with topics/assigned readings/due dates for assignments/scheduled exams or quizzes (may be in a separate but attached document) |
| X*          |          |          | The following as required by the Higher Education Opportunity Act (HEOA, 2008) and/or outside accreditors:  
|             |          |          | • Listing of assigned texts, readings, or other material or media, including website or course management software available with the text (see note at end of this document);  
|             |          |          | • Information about accommodations & support for students with disabilities (See sample statement below);  
|             |          |          | • Information about supplemental support services, e.g., tutoring, supplemental instruction, etc. available for all students, including description of available online support, including website or course management software used (see sample statement below);  
|             |          |          | • Copyright infringement (see sample statement below);  
|             |          |          | • Consumer rights and responsibilities (HEOA requirement);  
|             |          |          | • Statement about academic integrity and related course policies, e.g., participation in group work and responsibility for graded assignments. |
| X           |          |          | Recommendations for student success in the course |
| X           |          |          | Penalties that might be proposed for violations of academic integrity policies |
| X           |          |          | Information about expected classroom behaviors |
| X           |          |          | Other expectations of the relevant program or faculty member |

*required by HEOA and/or Middle States Commission on Higher Education
SAMPLE STATEMENTS FOR NECESSARY INCLUSIONS IN SYLLABI:

Student Consumer Rights and Responsibilities

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (the HEA). The HEOA (2008) requires colleges and universities to provide students with information necessary to make informed decisions concerning their educational experiences. Mansfield University strives to serve its students fairly and equitably. The following MU website provides an inclusive list by topic of student consumer rights and responsibilities:

http://mansfield.edu/HEA/

Copyright

The University fully supports the Copyright Laws of the United States. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work need not be explicitly labeled with a copyright notice to be afforded copyright protection. For more information on Copyright please consult the Mansfield University Copyright Information website:

http://mansfield.libguides.com/copyright

Students Requesting Academic and/or Access Accommodations

Students with documented learning disabilities, physical challenges, or other significant medical conditions that may affect their learning in this course should meet with the University’s Disability Advisor in the Department of Academic and Human Development (141 South Hall, Phone: 662-4436) as soon as possible. The Disability Advisor will arrange to provide your professors with an appropriate letter so that we may serve your particular needs more effectively. If you have a disability that requires classroom or testing accommodations, the advisor will also clarify appropriate arrangements.

Attendance Policy

“Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, or official university representation will be accepted by all faculty members and will permit students to make up missed tests and/or graded assignments in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi”

http://catalog.mansfield.edu/content.php?catoid=24&navoid=482

Academic Integrity

The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. See the policy and procedure listed at: http://www2.mansfield.edu/academic-affairs/faculty-resources/forms-and-procedures.cfm under “Academic Integrity Policy.”

Faculty Information:

HEOA Textbook requirement: the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the institution must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. Upon the request of a college bookstore operated by or affiliated with the institution, the institution must make available as soon as practicable the most accurate information available regarding the information provided for students regarding required or recommended textbooks and supplemental materials for each course or class.