Course Syllabus Policy
Interim Revision for Academic Year 2024-2025

Version: 1.0 (interim revision)   **Responsible University Official**: Provost
Effective Date: Fall 2024-Summer 2025

1.0 Introduction

This policy sets the expectation that all courses at Saint Louis University should have a syllabus and defines the minimum required information to be included in every course syllabus.

The policy does not dictate a specific template or format for syllabi. How the required information is presented may vary by academic unit and/or by instructor. Academic units may require additional components to be included in course syllabi. Individual instructors also may choose to add other course-specific information as desired (consistent with academic unit policies).

In addition to required syllabus components described here, many instructors also find it useful to include information or guidance on a range of other topics. To supplement this policy, a set of recommended syllabus components and additional considerations for syllabus design may be found here.

2.0 Scope

This policy governs all courses for academic credit at SLU, in all colleges and schools, at both the undergraduate and graduate level, and in all modalities.

3.0 Definitions

Syllabus
A document (electronic or printed) that provides students with information about course expectations and requirements important for their successful completion of the course.

Academic Unit
The department, program, college, school, or center within which a course is offered.

Course
A specific and discrete educational experience in which students register (nearly always for academic credit) and that are designed to advance student knowledge, ability, skill, and/or disposition toward defined educational outcomes.

Modality
The mode by which a section of a course (defined above) is taught by faculty and experienced by students. Common modes include the following: 100% on-ground/face-to-face, 100% web-based (synchronous or

asynchronous), or a hybrid (on-ground and web-based) to various extents.

4.0 Policy Statements

A. All courses should have a syllabus that is shared with students.

B. All course syllabi should, at a minimum, contain the following information:

1. **Course Information**
   - Course number/section
   - Course meeting time(s) [if applicable]
   - Location [if applicable]
   - Pre-requisites/Co-requisites [if applicable]
   - Catalog Course Description

2. **Instructor Information**
   - Instructor name (including TA and peer instructors, if applicable)
   - Where, when, and how to contact the instructor

3. **Learning**
   - List course learning outcomes, objectives, and/or competencies

4. **Required Materials, and/or Equipment**
   - Textbooks and/or course texts
   - Other materials and/or equipment (e.g., calculators, art supplies, lab safety equipment, medical equipment, hardware requirements, software access, virtual proctoring requirements, digital storage devices, special clothing, musical instruments, etc.)

5. **Evaluation and Grading**
   - List of components on which students will be evaluated (e.g., exams, projects, essays, participation, presentations, etc.)
   - Grading scale(s) governing the course
   - Policy on late or missing work/exams
   - Penalties on missed classes and/or tardiness [if applicable]

6. **Attendance**
   - Expectations for student attendance / presence in the course

7. **Information about Academic Honesty/Integrity**
   - Insert and/or link to the approved language, which can be found here. You may also link to the University Policy posted here. The School of Law, School of Medicine, and SLU-Madrid may have alternative expectations due to accreditation, regulatory, and/or other location-specific differences.

8. **Information about Disability Accommodations**
   - Insert and/or link to the approved text, which can be found here. The School of Law,

School of Medicine, and SLU Madrid may have alternative versions due to accreditation, regulatory, and/or location-specific differences.

9. **Information about Title IX**
   - Insert and/or link to the approved text, which can be found [here.](#) The School of Law, School of Medicine, and SLU Madrid may have alternative versions due to accreditation, regulatory, and/or location-specific differences.

10. **Information about Acceptable Generative Artificial Intelligence (GAI) Use** – *temporary requirement*
    - Provide written information to make explicit whether or not GAI use is acceptable in the course and, if so, in what ways and in which circumstances. The School of Law, School of Medicine, and SLU-Madrid may have a different expectation due to accreditation, regulatory, and/or other location-specific differences.
    - If/how students are permitted to use GAI (in a course, in a specific assignment, etc.) is determined by each individual instructor, unless otherwise directed by their academic leadership (e.g., chair, director, dean). There is no single, University-level syllabus statement about GAI use.

    Note: The Reinert Center offers [a set of sample templates for syllabus statements](#) (with a range of possible positions) that can be customized for instructors who choose to use them.

5.0 Approvals

This policy was:

1. Endorsed by CADD: December 12, 2018
2. Approved by Provost: December 12, 2018
3. Amended to include COVID-19-specific syllabus statements: 2020
4. Amended to remove COVID-19-specific syllabus statements: May 17, 2023
5. Amended (on an interim-approved basis) to include required information about Generative AI use: August 6, 2024