Georgia College & State University

Required Syllabus Statements

**Policy Statement**

Faculty will provide either a URL to required syllabus statements or include those statements on their syllabi so that students may access the information.

**Policy Purpose**
The purpose of this policy is to amend an existing policy regarding the inclusion of required statements on all course syllabi. Allowing a link to the information rather than including each sentence on the actual document will allow (a) a reinforcement that the required statements are Georgia College policy/procedure and applicable to every course; (b) the actual course syllabi to concentrate on the focus of the course of study.

**Applicability of the Policy**
**1) To which departments, schools, or areas of the institution does the policy apply?**
This policy applies to all Georgia College faculty, staff, and students.

**2) What issues or topics are related to the content of the policy?**

**Reason for the Policy**
**1) Why is the policy needed?** Frequently students do not read an entire syllabus because there is so much information and verbiage on the page. As savvy consumers of digital media, students are more likely to access the common material via a link. The policy will reinforce that the common elements are enforced throughout the institutions.

 **2) Which institutional objectives will the policy uphold?**

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**3) Are there any internal or external requirements that mandate, inform or support the policy?**

**Proposed Outcome**
1) This policy will aim to educate students on the consistency of the required information throughout Georgia College.

2) This policy will also streamline the actual course syllabus to a content focus.

**Related Policies**
<http://www2.gcsu.edu/policies/overall/syllabus-for-course-require.htm>

**Procedures**
The registrar’s office will be responsible for the common required syllabus statements. They will arrange for the content to be hosted on “syllabus.gcsu.edu” and be responsible for keeping it updated. They will also be responsible for letting faculty know of any changes to the content.

**Forms**

None

**Contacts**
**1. Who is on the committee that created the policy or who individually created the policy?**
Bryan Marshall, bryan.marshall@gcsu.edu

APC Committee

**2. Who will administer the policy? What is the contact information for each person (position title, e-mail, phone)?** Kay Anderson, Registrar.

**Approval Date**

Passed APC committee vote on 10/26/2012

**Date Last Updated:**

11/6/2012