

MEMORANDUM

DATE: August 1, 2024

TO: Deans, Department Chairs, and School Directors

FROM: Dr. Russell Ivy *Russell Ivy*
Interim Provost and Vice President for Academic Affairs

SUBJECT: **Guidelines for Course Syllabi (Revised)**

The syllabus serves as the fundamental means of communication between instructors and their students. It plays a pivotal role in establishing the course's atmosphere, outlining expectations and classroom guidelines, and fostering a sense of motivation for learning. Crafting a thoughtful and well-designed syllabus is essential for promoting student engagement and ultimately contributing to student success. While instructors maintain individual responsibility for shaping course content and choosing pedagogical methods, it is imperative to adhere to Florida Atlantic's policies, which mandates certain essential components to maintain consistency across the university.

Syllabi inform students about what is expected of them to meet course requirements and must be disseminated to students in all courses in an appropriate written form, e.g., hard copy or electronic version, at the beginning of the semester. A copy must also be made available to the Department Chairperson/School Director, and posting your syllabus in Simple Syllabus satisfies this requirement.

It is understood that certain aspects of syllabi may vary by academic unit, and colleges and departments/schools may have additional syllabi requirements. A professional Code of Ethics statement may be important in some units. Faculty members are encouraged to include any use of plagiarism prevention services, prescribe the use of artificial intelligence, and articulate the level of tolerance and potential penalties for noncompliance to students for every assignment.

The Simple Syllabus management system was implemented in 2023. This electronic syllabus management system allows instructors to create digital syllabi, manage course materials, and engage with students through a user-friendly interface. Florida Atlantic policies, course information, including instructor of record, course number and section, course description,



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pre/co-requisites, course location and meeting times are automatically populated from the course schedule and placed in your syllabus. Textbook and instructional materials information are similarly auto-populated from your adoptions submitted to the campus bookstore. All preloaded information is automatically updated based on the new course information. **Syllabi must be available to students in Simple Syllabus by the first class and for general education courses at least 45 days before the start of the term.**

Senate Bill 7044, enacted in July 2022, requires general education syllabi to be posted 45 days before the start of the term to ensure students have sufficient time to review course expectations, materials, and requirements before enrolling in classes, promoting transparency and informed decision-making.

It is recognized that while an instructor makes every effort to honor the syllabus as originally presented, circumstances may dictate a need to change the organization or content of the course. If there is a compelling reason to change the grading policy for the course after the syllabus has been distributed, students should be informed of this change in writing (e.g., hard copy or electronically).

The attached *Guidelines for Course Syllabi* was developed by a Syllabus Committee, which was composed of representatives from the Undergraduate Programs Committee and the Graduate Programs Committee. These *Guidelines* were originally approved by the University Faculty Senate on January 22, 2010.

Cc: Dr. Stephen Engle, Associate Provost of Academic Personnel
Dr. James Capp, Associate Vice President, Strategic Planning and Student Success
Dr. Daniel Meeroff, Dean of Undergraduate Studies
Dr. Kim Dunn, President University Faculty Senate