

# Course Syllabi

## Policy Statement

Department chairpersons are charged with the responsibility of seeing that all departmental faculty members prepare a syllabus for each course. This syllabus should clearly specify all course requirements and should include course goals and objectives, required readings and reports, testing dates and procedures, grading information such as the grading scale describing how grades are to be assigned at the conclusion of the course, a description of the method used to derive grades, and all other course expectations. Copies are to be distributed to students during the first two weeks of the semester. In addition, a copy is to be kept on file in the office of the department chairperson for ten years and made available to the academic dean upon request.

---

## Related Policies and Committees

- [Academic Workload](#)
  - [Class Meetings](#)
  - [Department Chairpersons](#)
  - [Evaluation of Faculty Members](#)
  - [Promotion of Faculty Members](#)
  - [Teaching Responsibility](#)
  - [Tenure](#)
- 

## History of Policy

08/20/07 – Reviewed and updated by Vice President for Academic Affairs

04/17/13 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

---

MARYWOOD UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire  
Secretary of the University and General Counsel