

Office/Contact: Office of Academic Affairs

Source: SDBOR Policy 2.7.3 (Syllabi and Learning Management System); SDBOR Academic Affairs Guidelines, Section 2.7.3

Link: <https://public.powerdms.com/SDRegents/tree/documents/1587694>

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Course Syllabus

NUMBER: 2:3

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1. Purpose

This policy implements SDBOR Policy 2.7.3 and outlines the information to be made available to students and the associated posting requirements, ensuring students have access to accurate and timely information on the courses in which they are enrolled.

2. Policy

- a. It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards, and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. Copies of the syllabus are also maintained in the Dean's office of each respective college or in the office(s) of other academic administrators designated by the Dean.
- b. All sections for the semester will be activated in D2L no fewer than three (3) working days prior to the start of the term by the instructor of record. A course syllabus must be available and posted in D2L no fewer than three (3) working days prior to the start of the term by the instructor of record.
  - i. Courses that are exempt from the D2L posting requirement include internships, thesis, and dissertation sections. These sections will require an agreement to be completed between the University and the student.
  - ii. For clinical experiences, the course syllabus or agreement will be posted in the applicable clinical learning management system.
- c. Required Course Syllabi Components
  - i. Course Subject, Number, and Credit Hours (as provided in D2L)
  - ii. Course Title (as provided in D2L)
  - iii. Instructor of Record and Contact Information
    1. Office Hours and Availability to Students/Colleagues: Faculty will establish sufficient office hours to be available for student conferences and other client and colleague related duties. Faculty have a responsibility to post office hours and to inform the department where they can be reached during those office hours if they must be absent. Faculty will also make reasonable efforts to respond to student inquiries via email in a timely manner.
  - iv. Course Description (as it appears in the course catalog) and Course Prerequisites
  - v. Course Goals and Student Learning Outcomes

- vi. Course Meeting Time and Location (as provided in the student information system)
- vii. Required Textbook(s)/Required Course Materials
- viii. Description of Instructional Methods
- ix. Tentative Course Schedule
- x. Course Assignments
- xi. Attendance/Make-up Policy
- xii. Evaluation Procedures (i.e., tests, projects, assignments, grading policy, etc.)
- xiii. A link to the required [SDBOR](#) or [University](#) statements/policies
- xiv. ADA Statement: South Dakota State University strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users in order to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services (Phone: 605-688-4504; Fax: 605-688-4987; E-mail: [Nancy.Crooks@sdstate.edu](mailto:Nancy.Crooks@sdstate.edu) or [SDSU.Disabilityservices@sdstate.edu](mailto:SDSU.Disabilityservices@sdstate.edu); Address: Room 271, Box 2815, University Student Union, Brookings South Dakota 57007).
- xv. Freedom in Learning Statement: Under Board of Regents and Regental Institutions policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Discussion and debate are critical to education and professional development. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact their home institution to initiate a review of the evaluation.
- xvi. Student Academic Dishonesty and Misconduct: Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. The University's policy and procedures on cheating and academic dishonesty can be found in University Policy 2:4 and the governing Board of Regents policies can be found in SDBOR Policy 2.9.2 and SDBOR Policy 3.4.1. The consequences for cheating and academic dishonesty are outlined in policy.
- xvii. Acceptable Use of Technology: While Regental Institutions strive to provide access to computer labs and other technology, it is the student's responsibility to ensure adequate access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), webcam, internet, adequate bandwidth, etc. While utilizing any of the information technology systems students, faculty and staff should observe all relevant laws, regulations, SDBOR Policy 7.1, and any institutional procedural requirements.
- xviii. Emergency Alert Communication: In the event of an emergency arising on campus under SDBOR Policy 7.3, your Regental Home Institution will notify the campus community via the emergency alert system. It is the responsibility of the student to ensure that their information is updated in the emergency alert system. The student's cell phone will be automatically inserted if available and if not,

their email address is loaded. Students can at any time update their information in the student alert system.

- xix. Complaint Procedure and Academic Appeals: South Dakota State University's primary objective is to assist students in meeting their academic goals through a positive and rigorous academic experience. In the case that a student has a concern, the University's procedures should be followed to address these concerns and/or complaints. University Policy 2:4 outlines procedures for academic appeals.
- xx. Student Success Services and Supports: Information about student success services and supports, including tutoring and supplemental instruction, can be found at the Wintrade Student Success and Opportunity Center's website: <https://www.sdstate.edu/wintrade>.

d. Optional Course Syllabi Components

- i. Veterans and Active Duty Military Personnel: Veterans and Active Duty Military Personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, and other qualifying needs) are welcome and encouraged to communicate these, in advance if possible, to the instructor in order to address attendance requirements or other actions in accordance with SDBOR and University policies and procedures.
- ii. Late to Class statement (the following paragraph is suggested to be added to course syllabi and can be modified to fit expectation of the instructor (i.e., the times below are flexible)):  
All members of the class should make every effort to arrive on time. In the event that I am going to be late, due to circumstances beyond my control, I will, if possible, notify the department and ask that someone be sent to apprise you of the situation. If such notification is not possible, please remain in the class for \_\_\_\_\_\* minutes beyond the scheduled start time. If I have not yet arrived, and if no emissary of the department has informed you otherwise, class will be canceled and you will be free to leave. \*Recommended times: 15 minutes for a 50-minute class; 25 minutes for a 75-minute class.
- iii. Children in class: Per SDBOR Policy 4.8.3, children are not allowed in work areas, hallways, libraries, lounges, areas adjacent to classrooms, laboratories, or offices except under brief or exceptional circumstances during the standards working hours. As a general rule, students should not bring children to class, however, if an emergency situation occurs exceptions can be made with prior approval of the faculty member.
- iv. Use of Clickers (use this statement if clickers are required in the course): If you are a student with a disability that makes the use of a standard "clicker" device difficult or impossible, please do not buy a device at the University bookstore. Instead please contact Instructional Design Services (IDS) at 605.688.6312. IDS will assist you in obtaining an accessible version of the technology to fit your needs.
- v. Copyright and Course Materials (use when applicable/germane to course): Certain materials included in lectures, presentations, and other course materials may be protected by copyright. Such materials are presented in an educational context for use in private study, scholarship, and/or research. Distribution or use of such materials for other purposes may require permission from the copyright holder. Any distribution or use of course materials in a manner that would be a violation of SDBOR Policy 3.4.1 or correlated policies is strictly prohibited.

- vi. Divisive Concepts (use when applicable/germane to course): Discussion and debate are critical to education and professional development. (*Insert discipline*) face difficult, and sometimes controversial, ethical and moral situations. In this course, students will expand their understanding by being exposed to a variety of viewpoints, ideas, and theories so they can be debated and critiqued. This could include discredited or controversial ideas, because understanding the weaknesses of failed ideas is as important as understanding the strengths of successful ones. Students should be prepared to identify the good and bad in new or controversial areas of thought. Topics may be difficult, not only intellectually but emotionally; however, these discussions are essential to meeting the course's student learning outcomes and assisting students in developing problem-solving and critical thinking skills. During all conversations, respect for diverse viewpoints is of utmost importance. Students are free to take reasoned exception to the views offered in the course and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course. While the exploration of controversial topics may be an important component of meeting the student learning outcomes in this course, no student will be compelled or directed to personally affirm, adopt, or adhere to any of the divisive concepts.
- e. Courses that are added to fill a course enrollment management need in accordance with SDBOR Policy 2.4.4 may post the syllabus after the three (3) working day requirement, but not later than the first full week of class.
- f. Courses that have a change in the instructor of record may post the syllabus after the three (3) working day requirement, but not later than the first full week of classes.
  - i. If a change in instructor occurs due to unforeseen circumstances during the semester, the University will work with the students and the new instructor to ensure the syllabus is properly updated.
- g. The instructor of record may modify the course schedule throughout the semester as necessary and appropriate to adjust to changing circumstances, provided students are given sufficient and prompt notice of any such changes and such changes do not unduly penalize students.
- h. As a general rule, an equivalent of forty-five (45) hours of work by a typical student is required for each credit hour.
- i. Syllabi for online courses need to provide enough detail in terms of learning outcomes or work required by the course to justify the credit hours awarded.
- j. Nothing contained in this policy shall be construed to dictate course content or instruction. What constitutes appropriate content or instruction for a given course is a matter of academic freedom, governed in accordance with SDBOR Policy 1.6.1.

### 3. Procedures

- a. Instructors will prepare and upload the required syllabus, including all required components, to D2L no fewer than three (3) working days prior to the start of the term.

- b. Instructors will submit a copy of the syllabus to the Dean or Dean's designee on or before the first day of the course.
  - c. The instructor of record may modify the course schedule throughout the semester as necessary and appropriate to adjust to changing circumstances, provided students are given sufficient and prompt notice of any such changes and such changes do not unduly penalize students.
  - d. The following sections on a syllabus must not be changed after the start of the course:
    - i. Course prefix, number, and credit hours
    - ii. Course title
    - iii. Course description (as it appears in the course catalog)
    - iv. Course goals and student learning outcomes
    - v. Required policiesModifications to any other portion of the course syllabus must be approved through academic unit leadership.
  - e. The Dean or Dean's designee shall retain and maintain syllabi in conformity with the SDBOR Record Retention regulations and amendments thereto.
4. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor, or designee is responsible for bi-annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

SOURCE: Approved by President on 08/19/2013. Revised; Approved by President on 12/17/2013. Revised; Approved by President on 09/22/2014. Revised; Approved by President on 8/1/2019. Revised; Approved by President on 05/12/2020. Revised (interim) 08/10/2023. Revised; Approved by President on 02/08/2024. Revised (clerkal) 08/05/2024.