

Teaching Policies

University and Faculty Senate policy requires that a course syllabus be made available to each student (either in hard copy, via university learning management system, or by email) at the beginning of the semester that includes:

- written student learning outcomes;
- an evaluation (grading) statement that indicates what procedures will be used to evaluate students and should make it possible to discern the approximate weight of each grade component;
- an Americans with Disabilities Act (ADA) statement (sample statement at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language>;
- a statement regarding academic integrity (see language required by Faculty Senate at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language>) and the Academic Honor Policy at <http://fda.fsu.edu/Academics/Academic-Honor-Policy> in Appendix A of the *Faculty Handbook*); and
- the class attendance policy, if applicable (see language required by Faculty Senate at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language> and [Point #2](#)). Note that religious holy day observance requests must be accommodated in accordance with the Policy on Work-Restricted Holy Days (See [Point #13](#)).
- It is recommended that instructors include a statement of their policy and/or expectations regarding classroom conduct and missed work.
- It is also recommended that instructors include a statement regarding the availability of tutoring on campus (sample at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language>).

Once the course has begun, instructors should not make changes to the syllabus that will substantially affect the implementation of the instructor's grading (evaluation) statement. Such changes could lead to grade appeals by students.