1. ____ Course number with prefix, title, and section number. Semester and year of course offering.

2. ____ Course prerequisites, including a statement that students in the course who do not have the proper prerequisites risk being deregistered from the course.

3. ____ Instructor’s name and contact information: phone number, email address, office location and office hours (All full-time faculty members are expected to schedule and attend at least five (5) office hours per week (See, University Policy Register, 6-18.101)).

4. ____ Statement of Course Learning Outcomes: It is a requirement of the Higher Learning Commission (our accrediting agency) that all course syllabi list the learning outcomes for the courses. Instructors should contact their department or academic unit to determine if standard learning outcomes for courses have been created.

5. ____ Statement for courses that fulfill university requirements – Kent Core (see attached list), diversity, writing intensive (WIC) courses, and experiential learning requirement (ELR). Wording suggested by URCC for courses that meet these requirements.

   For Kent Core courses: This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

   For Diversity courses: This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.

   For WIC Courses: This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of the discipline.

   For ELR Courses: This course may be used to fulfill the university’s Experiential Learning Requirement (ELR) which provides students with the opportunity to initiate lifelong learning through the development and application of academic knowledge and skills in new or different settings. Experiential Learning can occur through civic engagement, creative and artistic activities, practical experiences, research, and study abroad/away.

6. ____ Required and optional textbook and other learning materials.

7. ____ Clear statement of grading policy and grade distribution/percentages for all class requirements.

8. ____ Statement on enrollment/official registration. Suggested wording:

   The official registration deadline for this course is **(insert last date to register found at https://keys.kent.edu:44220/ePROD/bwlkffcs.p_adv_unsecure_sel_crse_search search for your class, registration deadlines are found in the last column; registration dates can vary based on course length - look for the last date to add the course). University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not
receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in FlashLine) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

9. **Statement on Academic Presence Verification:** Suggested wording:

In compliance with federal regulations, the University is required to report that enrolled students have participated in at least one academically related activity. If no academic activity is submitted by the end of the fourth week of the semester (for a full-term course) then a grade of NF (Never attended F) will be assigned. The NF mark will count as an F in computing grade point averages. Students who have received an NF mark will lose their access to CANVAS.

To avoid an NF mark, students must participate in at least one academic activity as soon as possible and no later than the end of the fourth week. Examples of some of the acceptable academically related activity are: physically attended the course (does not apply to online courses), submitted an academic assignment, completed an interactive tutorial, initiated contact with the instructor to ask a question about the academic subject matter, submitted an exam or quiz, participated in an online discussion about academic matters.

10. **General class calendar indicating the lecture/class topics, as well as important dates and deadlines for assignments, tests and/or projects.**

11. **The course withdrawal deadline is **(found at the same link listed previously):**

   https://keys.kent.edu:44220/ePROD/bwlkffcs_p_adv_unsecure_sel_crse_search

12. **Statement concerning cheating and plagiarism (see handout on university plagiarism policy as well. Suggested wording (should include as much detail as the instructor wants):**

   University policy 3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided for in this policy will be used to deal with any violations. If you have questions, please read the policy at http://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism and/or ask your instructor.

13. **Approved Disability Accommodation Statement:**

   Kent State University is committed to inclusive and accessible education experiences for all students. University Policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure equal access to course content. Students with disabilities are encouraged to connect with Student Accessibility Services as early as possible to establish accommodations. If you anticipate or experience academic barriers based on a disability (including mental health, chronic medical conditions, or injuries), please contact Elaine Shively at eshively@kent.edu or at 330.675.8932.

14. **Class – and/or instructor – specific policies.**

15. **Class Cancellations & Campus Closings:** Instructors may wish to let students know that announcements of class cancellations and/or campus closings will be made on the campus homepage. In the case of an emergency, weather-related or otherwise, please check the website at http://www.kent.edu/trumbull for information on class cancelations and/or campus closings. Students may also subscribe to Flash ALERTS, Kent State’s official emergency text notification system to alert subscribers of critical information no matter what time it is or where they are in the world. Flash ALERTS expands the university’s ability to send critical news and information to the university community during campus emergencies. Students may sign up for Flash ALERTS at http://www.kent.edu/flashalerts

16. **For those teaching an online course, please put on the syllabus the Trumbull Campus that is
offering the course and that questions and concerns should go to this campus. Also, if proctored testing is required, please provide information for students on arranging for proctored testing.

17. Instructors may want to note on their syllabi that the Learning Center now requires that students make appointments for make-up exams taken in the Learning Center. The new policy requires that “All students MUST make an appointment 48 hours prior to test time by registering at the Learning Center reception desk or by phone at 330-675-8868. If you miss your test appointment, you must make arrangements with your professor to take the test. Once testing has begun, no student will be admitted to the test room. Students must complete the test before the Learning Center closes. All students must arrive 15 minutes prior to test time WITH photo ID.”

18. Instructors may want to include a statement concerning intellectual property that covers their course materials (so that students are aware that they should not be selling this material to flashnotes.com or similar services). The following statement has been drafted by the Office of General Counsel to be used as a syllabus message to students:

NOTICE OF MY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS. Any intellectual property displayed or distributed to students during this course (including but not limited to powerpoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.

19. Remember to submit a copy of the syllabus for every course that you are teaching to the Faculty Secretary’s Office (Patricia Davis, pdavis1@kent.edu) at the beginning of every semester.

20. Please remember to include the following statements in your syllabi, which is a part of our DEI Strategic Plan.

“Kent State University is committed to the creation and maintenance of equitable and inclusive learning spaces. This course is a learning environment where all will be treated with respect and dignity, and where all individuals will have an equitable opportunity to succeed. The diversity that each student brings to this course is viewed as a strength and a benefit. Dimensions of diversity and their intersections include but are not limited to: race, ethnicity, national origin, primary language, age, gender identity and expression, sexual orientation, religious affiliation, mental and physical abilities, socio-economic status, family/caregiver status, and veteran status.”

The University welcomes individuals from all different faiths, philosophies, religious traditions, and other systems of belief, and supports their respective practices. In compliance with University policy and the Ohio Revised Code, the University permits students to request class absences for up to three (3) days, per semester, in order to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students will not be penalized as a result of any of these excused absences.

The request for excusal must be made, in writing, during the first fourteen (14) days of the semester and include the date(s) of each proposed absence or request for alternative religious accommodation. The request must clearly state that the proposed absence is to participate in religious activities. The request must also provide the particular accommodation(s) you desire.

You will be notified by me if your request is approved, or, if it is approved with modification. I will work with you in an effort to arrange a mutually agreeable alternative arrangement. For more information regarding this Policy you may contact the Student Ombuds (ombuds@kent.edu).
Please include the non-instructional Student Resources that are available to students on campus such as Care Closet, etc. Please feel free to word it as you think best.

Care Closet. Contact: Nancy Barker, nbarker4@kent.edu

Building Black Leaders Program- https://www.kent.edu/trumbull/cultural-clubhouse