Please carefully review and update the accessible syllabus template with details for your course. When you are finished, you can go to File > Check for issues > check accessibility to see if there are any fixes that need to be made. For further help, contact Distance Education at [online@apsu.edu](mailto:online@apsu.edu) or 931-221-6625.

# Course Name # Syllabus

Semester YEAR

Department, CRN, modality, (i.e. face-to-face, online or hybrid), # credit hours

## Instructor Information:

Dr. Doe

Email: [mailto:lastnamef@apsu.edulastnamef@apsu.edu](mailto:lastnamef@apsu.edu)

Office phone: 931-221-####

Office hours and location: Day & time or by appointment only

Course Details: Meeting days, times, and location

## Course Description

Course description from the Bulletin.

## Prerequisites and/or Co-requisites

A list of all course prerequisites and co-requisites and why they are required. Write "None" if not applicable.

## Course Learning Objectives

The course objectives should be measurable and stated clearly. These course objectives will be aligned to the module learning objectives, instructional materials, and assessments in the course map template found in the “getting started” module.

After completing this course, the students will be able to:

## Student Learning Outcomes (SLOs)

See the [Institutional Effectiveness website](https://www.apsu.edu/institutional-effectiveness/workshop_resources.php) for an SLO primer and other resources.

## Content Outline

Course Topics

* Topic 1
* Topic 2
* Topic 3…

## Course Requirements

### **Required Learning Resources or Textbook**

A list of textbooks with the author, title, publisher, edition, date, and ISBN number.

Also, include any course fees or other mandatory purchases students will have to make to be successful in the course (e.g. Livetext subscription; lab supplies).

### **Technology Requirements**

Syllabus documents for courses should provide minimum technology requirements related to required hardware, software, online proctoring or instructional technology. In addition, the syllabus should provide clear instructions for students on how they may obtain, install or use instructional technology.

* For Austin Peay email and OneStop login issues, contact (931) 221-HELP (4357) or [govstech@apsu.edu](mailto:govstech@apsu.edu). Go to [GovsTech](https://www.apsu.edu/information-technology/helpdesk/) for more information.
* For D2L questions/concerns, contact (931) 221-6625 or [online@apsu.edu](mailto:online@apsu.edu). Go to [Distance Education](https://www.apsu.edu/online/) for more information.

### **Additional Course Requirements**

Test(s), Reading Lists, Visual Aids, Computer Laboratories, Field Trips, etc.

## Basis and Methods for Grading

### **Grading Procedures**

A detailed statement of how grades are related to or reflective of the expected learning outcomes. A statement of what constitutes high achievement in the course.

### **Late and Missing Work Policy**

Do you accept late work? If so, what are the stipulations and/or penalties? If not, state that here along with any exceptions.

### **Grading Scale**

* ## - ## Points = ##-100% - A
* ## - ## Points = ##-##% - B
* ## - ## Points = ##-##% - C
* ## - ## Points = ##-##% - D
* ## points and under = ##% and under – F

To calculate your percentage/letter grade during the course, divide the total number points you have earned by the total number of points possible and multiple by 100. This will give you the percentage associated with the letter grades. \***Please note – you will have to change these directions if you use weighted grades**.\*

### Example:

Points earned = 120

Total points available at this point in the course = 140

120/140 = 0.857 \* 100 = 85.7%.

## Course Expectations and Policies

### **Attendance Policy**

Setting attendance requirements is the prerogative of the individual faculty However, you must state your attendance policy and related consequences of violating the attendance policy (e.g. its effect on the student’s grade) in the syllabus. [See APSU Policy 2:041 University Excused Absences for Students](https://apsu.navexone.com/content/dotNet/documents/?docid=100&public=true).

### **Disability Policy**

Choose **one** of these Disability Policy statements to include in your syllabi. Delete any unused statements.

* Statement 1: Disability Policy Statement

Any student who has a disability that may affect his/her academic performance is encouraged to make an appointment with me to discuss this matter, or you may contact [Student Disability Resource Center](https://www.apsu.edu/disability/index.php); telephone 221-6230; tty 221-6278; fax 221-7102.

* Statement 2: Students with Disabilities

Any student who has a disability that may affect his/her academic performance is encouraged to contact [Student Disability Resource Center](https://www.apsu.edu/disability/index.php); telephone 221-6230; tty 221-6278; fax 221-7102.

* Statement 3: Disability Policy

Any student that has a condition that may affect his/her academic performance is encouraged to contact [Student Disability Resource Center](https://www.apsu.edu/disability/index.php); telephone 221-6230; tty 221-6278; fax 221-7102 to discuss the matter. This discussion should take place before the first exam.

### **Policy on Minors**

Minors accompanying staff, faculty, students, or visitors on campus are not permitted in classrooms. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are a participant.

### **Service Animals in the Classroom**

Consult [APSU Policy 3:007 Animals on Campus](https://apsu.policytech.com/docview/?docid=123&public=true) for appropriate situations allowing service animals in the classroom.

### **Academic and Classroom Misconduct**

Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated. Students must read the “Code of Student Conduct” in the new Student Handbook for an understanding of what will be expected of them within the academic setting. [APSU Policy 3:005 Student Academic and Classroom Misconduct](https://apsu.navexone.com/content/dotNet/documents/?docid=120&public=true) will be followed in reporting any suspected cases of academic misconduct.

### **Midterm Grades**

Syllabi for all courses numbered lower than 3000 must contain the following statement:

A midterm grade shall be awarded for all students in this course. The grade awarded may not necessarily be based on 50% of the course requirements and may or may not differ from the final grade. Your midterm grade will be posted on AP Self Service.

## Caveat

A statement clarifying that the syllabus is not a contract and that circumstances may require that the stated requirements could change.

Example: The instructor reserves the right to make changes as necessary to this syllabus. If changes are made during the term of the course, the instructor will immediately notify students of such changes both by email communication and posting both notification and nature of change(s) on the course announcements page in D2L.