

## **Guideline**

Office/Contact: Office of Academic Affairs

Sources/Links:

[SDBOR Policy 5.3](#) Course Instruction and Delivery

[SDBOR Policy 2.33](#) Student Academic Misconduct and [Map of Policy 2.33](#)

[SDBOR Policy 1.11](#) Academic Freedom and Responsibility

[NSU Faculty Handbook](#)

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### **NORTHERN STATE UNIVERSITY**

#### **Policies and Guidelines**

SUBJECT: Course Syllabus

NUMBER: 2.1.4

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#### **1. Purpose**

The purpose of this guideline is to outline the required and optional components of course syllabi.

#### **2. Requirements to comply with BOR policy and federal guidelines**

- a. Instructors are required to provide an accurately dated and well-organized syllabus for each course, each semester. The purpose of the syllabus is to communicate to the students the course learning objectives, requirements, evaluation procedures, important dates, expectations, university policies, and campus information.
- b. Instructors are required to post the syllabus and their contact information to the University's learning management system (D2L) and make the course active so students can read the syllabus at least 3 working days before the first day of classes for all courses (face-to-face, online, and HyFlex). For online courses, instructors are encouraged to make the course active up to 30 days before the first day of the term so that students can identify and correct technical issues and can become familiar with the course's requirements prior to the start of the semester.
- c. Instructors are required to provide an electronic copy of each syllabus for each section of each course each term to their respective Dean's office (School of Business; Millicent Atkins School of Education; College of Arts and Sciences; School of Fine Arts) by the first day of classes for the term.

#### **3. Required (BOR policy) and Optional (NSU guidelines) for Course Syllabi Components**

- a. Please state each of the following items clearly on the syllabus, with the **bolded headers** (such as **Office Hours**, **Description of Instructional Methods**, **Diversity Statement**) worded as they are here.

[NSU primary logo](#)

**Northern State University**

**Course Prefix, Number, Title, Credit Hours, Academic Term, Year**

**Instructors Information**

**Instructor's Name**

**Instructor's Contact Information**



**[Optional] Instructor's Preferred Name** ««e.g., Dr. Last Name; Professor Last Name; First Name»»

**Office Location** ««physical building and room number»»

**Office Hours** ««Per the [NSU \(Northern State University\) Faculty Handbook](#), “Each faculty member is expected to post and maintain **regular on-campus, in person office hours** and shall announce to students during the first week of the term the office hours schedule and location of the office. The schedule shall be posted in the course syllabus, in the LMS, and on, or adjacent to, the faculty member’s office door, so as to be easily accessible by students. Faculty members are expected to **Maintain a minimum of six office hours extended over at least four days of the week** (effective January 11, 2012). Adjunct faculty members are expected to provide a total of two office hours per week. These may be provided face-to-face or via remote means, e.g., Zoom.” »»

**NSU Email Address**

**Email Response Time** ««Insert clear statement of how quickly instructor will reply to student emails.»»

**Scheduling Appointments** ««Explain how students can make an appointment with instructor outside of office hours.»»

**NSU Phone Number** ««Faculty with NSU offices please list their office phone number and have voice mail set up or phone calls forwarded. Faculty without NSU offices please list their department phone number.»»

**Course Information**

**Meeting Time and Location**

**Catalog Course Description** ««Please use description in the Northern State University [Catalog](#).»»

**[Optional] Additional Course Description**

**Course Prerequisites** ««Use catalog to find and list prerequisites for the course here.»»

**Required Textbooks and Supplementary Materials**

**Course Policies**

**Attendance Policy** ««Per the NSU Faculty Handbook, Northern State University faculty members have the academic freedom to develop their own policies on class attendance. “The policy shall be stated in terms of the objectives of the course and shall address student absences due to family or individual emergencies, student illness, weather conditions, official college (or high school for dual credit) related activities, unexcused absences, and any other conditions. The instructor shall also include policies regarding make-up work and how attendance (and/or absence) will affect grades.»»

**Technology Skills Needed** ««Provide a description of technology skills students need to be successful in your course.»»

**Description of Instructional Methods** ««A minimum of 1 hour of meaningful instruction is required per week for each 1 hour of credit in a course (15 hours per term, per credit), whether face-to-face, online, or HyFlex. Be transparent in how students will receive meaningful instruction and what the expectations are for weekly time commitment to the course.»»

**Assignment or Exam Make-Up Policy** ««Provide a statement on the assignment or make up policy for your course.»»

**Course Goals** ««If course counts for system general education, must use the goals as written in [SDBOR General Education Policy](#).»»

**Measurable Student Learning Outcomes** ««For upper-level courses, align with

curriculum map in major.»»

**Course Assessments** ««In all courses, assessments should align with course goals and measurable student learning outcomes.»»

Exams ««Include description, grading value, and dates. A final exam held during the final exam period is required, see [NSU Faculty Handbook](#): “Final exams and culminating activities cannot be scheduled during the week preceding the examination schedule (the last week of classes).” A final examination or appropriately academically rigorous culminating experience is required, “The university encourages each faculty member to give frequent examinations during the semester. A final examination or appropriate academically rigorous culminating activity during the final exam period is required. Final examinations are to be retained for a minimum of six weeks into the next regular term or returned to the student. Include date, time, and location of final exam using Northern State University’s [final exam schedule](#) select current semester under “Important Dates.”»»

Projects ««Include description, grading value, and due dates.»»

Assignments ««Include description, grading value, and due dates.»»

### **Performance Standards/Grading Policy**

#### **Course Outline/Schedule**

Note all University [holidays](#) when classes will not be held.

Please follow the faculty absence guidelines in the NSU Faculty Handbook “It is the responsibility of the faculty member to meet all classes promptly and to present a full period of significant instruction. When there is an illness, the department chair/academic dean must be notified so that arrangements for covering the class can be made. The department chair/academic dean reports the arrangements to the Provost and Vice President for Academic Affairs. All absences for either personal or professional reasons must be cleared in advance with the department chair/academic dean so that the instructional program can be continued.” Faculty absence for reason “other than for sickness shall be approved one week in advance by the dean or designee. The faculty absence form must be filled out whenever a faculty member is absent for any reason. The faculty absence form may be found on the MyNSU portal at MyNSU>Faculty Resources.”

### **Northern State University Policies**

**Academic Freedom** The freedom of faculty to teach the knowledge encompassed by their academic disciplines is vital to successful education and thus must be defended. Under Board of Regents Policy 1:11, “Academic freedom in teaching is fundamental for the protection of the rights of faculty members in teaching and of students in freedom in learning. It includes the freedom to perform one's professional duties and to present differing and sometimes controversial points of view, free from reprisal.”

**Attendance Confirmation** All students are required to complete the online Attendance Confirmation through Self-Service Banner at the start of the Fall and Spring semesters. Note: There is no confirmation for summer terms. No Financial Aid refunds will be processed until the Attendance Confirmation is completed, and registrations could be canceled if not completed by «« Instructors, please enter current Fall 2023 date found [here](#) or Spring 2024 date can be found [here](#). »» Tuition and fees must be paid in full by «« Instructors, please enter current Fall 2023 date

found [here](#) or Spring 2024 date can be found [here](#). »» Please contact the Finance Office in the Krikac Administration Building, (605)626-2566, or email [nsustudentaccounts@northern.edu](mailto:nsustudentaccounts@northern.edu) if you have any questions.

**Complaint Procedure** Northern State University seeks to resolve student concerns and complaints in a fair and prompt manner. Students may file a concern or complaint using the [Concerns and Complaints webpage](#). SARA complaints from out-of-state students may be filed using the [SARA Complaint Resolution form](#).

**Diversity Statement** Northern State University strives to build an academic community of people from diverse backgrounds and experiences who are committed to sharing diverse ideas in a mutually respectful environment. We value open discourse and consideration of multiple perspectives on issues of regional, national, and international importance, in which individuals are free to express their points of view. Our goal is a diverse learning community with equal opportunity for all.

**Grade Appeal Policy** A student who wishes to appeal a final grade may utilize the Student Academic Appeal Process described in the [NSU Student Handbook](#).

**Student Success Services and Supports** The NSU Student Success Center provides a network of support to help you reach your academic and personal goals. We offer a wide range of services, including the following:

Academic Advising; Academic Coaching & Support; American Indian Circle Program; Career Services; Navigate (see below); Study Spaces—Individual & Group; success workshops and programming; TRIO Student Support Services; and Tutoring & Supplemental Instruction (SI).

As your instructor, I am personally committed to supporting your academic success in this course. I can connect you to any of the services listed above. In addition, if you demonstrate any academic or behavioral concerns, I will discuss the issues with you and attempt to resolve them. I may also provide feedback through NSU's student success program, **Navigate**. If you receive feedback, please visit with me. You can also seek assistance from your professional advisor or other resource staff members. My goal is to make your learning experience in this course as meaningful and successful as possible. If you have questions regarding any of these services, please ask me or contact the Student Success Center at [studentsuccess@northern.edu](mailto:studentsuccess@northern.edu) or 605-626-7782.

**[Optional] Land Acknowledgement** Northern State University acknowledges that we are on the traditional land of the “Oceti Sakowin (o-che-tee sha-koh-ween), an alliance that consists of the Santee, Yankton, and Teton Lakota people,” and is home to many Native Nations indigenous to this area. It is with profound respect that we acknowledge the indigenous peoples of this land past, present and future. As inspired by: <https://nativegov.org/a-guide-to-indigenous-land-acknowledgment/>

### **South Dakota Board of Regents Policies**

**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, copy 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. Northern State Universities policies and procedures on academic dishonesty can be found in the [NSU Student Handbook](#). The Board of Regents polices can be found in [Board of Regents Policy 2:33](#) and [Board of Regents Policy 3:4](#). The consequences for cheating and academic dishonesty are outlined in the above mentioned policies.

**Acceptable Use of Technology** While Northern State University strives to provide access to computer labs and other technology, it is the student's responsibility to ensure adequate access to 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, [Board of Regents Policy 7:1](#), and any institutional procedural requirements.

**ADA Statement** Northern State University strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users 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 Student Accessibility Services who will work to resolve the issue as quickly as possible.

Contact: Kelly Weismantel, Assistant Director, Office of Student Accessibility Services, Student Center Room 222 – 2<sup>nd</sup> Floor, Phone 605-626-3007, Fax 605-626-3399, Email [Kelly.Weismantel@northern.edu](mailto:Kelly.Weismantel@northern.edu).

Please note: if your home institution is not the institution you are enrolled at for a course (host institution), then you should contact your home institution's Office of Accessibility services. The accessibility services at the home and host institution will work together to ensure your request is evaluated and responded to.

**Emergency Alert Communication** In the event of an emergency arising on campus under [Board of Regents Policy 7:3](#), Northern State University will notify the campus community via the emergency alert system. It is the responsibility of the student to ensure 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.

**Freedom in Learning** Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. 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 the academic dean administratively in charge of the class to initiate a review of the evaluation.

#### **4. Responsible Administrator**

The 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 History:

Proposed NSU Syllabus Work Group 5\_15\_2020; revised NSU Syllabus Work Group 6\_16\_2020; revised NSU Deans Council 6\_17\_2020; NSU Faculty Senate considered 9\_21\_2020 and recommended the syllabus template be a guideline and not a policy. Academic Affairs created guideline that follows BOR policy and adds NSU guidelines 1\_10\_2021. Edited to replace Starfish with Navigate 05\_21\_2021. Revised to reflect updates to SDBOR Policy 2:37 08\_13\_23.