



The WMU Faculty Senate provides the following guidance as instructors prepare syllabi for the upcoming academic year. **Each instructor is required to make available to students a course syllabus that shall contain:**

- Instructor information
 - Name of instructor assigned to teach the course
 - Instructors contact information, including email address and office hours
- Course information
 - Course name
 - Location including building and room number if in-person, or virtual link
 - Meeting time
 - Prerequisites
- Textbook and course materials
- Course technology requirements (if applicable)
- WMU Essential Studies / General Education Area (if applicable)
- Student Learning Outcomes / objectives and outcomes
- Course calendar
 - Date, time, and location of final exam (if applicable)
 - Due dates of assignments
- Grade Scale
- Course policies
 - Attendance policy
 - Classroom etiquette
 - Statement regarding the use of artificial intelligence (AI) tools (e.g., ChatGPT). The syllabus must make the expectations about AI use in the course explicit.
- University policies
 - Academic [honesty](#)
 - [Religious observance](#)
 - Academic [accommodations](#)

The following are **recommended but not required** elements for syllabi:

- Communication policies
- Grading policy
- Late work policy
- Viewing grades in Elearning
- Program objectives
- Participation
- Build rapport
- Class conduct and civility
- Communication skills
- Time commitment
- Academic timelines
- Commit to integrity
- Academic integrity
- [Student Conduct](#)
- [Student Affairs](#)
- WMU Ancestral Lands statement
- WMU non-discrimination policy
- WMU accessibility statement
- [Disability Services for Students](#)
- COVID-19 policies
- WMU closure policy
- [Student Success Services](#)

Memorandum of Action that define the requirements and recommendations outlined above:

- [MOA-25/14](#): Revision of WMU Syllabus Requirements to Include AI
- [MOA-20/03](#): WMU Syllabus Requirements
- [MOA-12/11](#): COGE and Syllabi
- [MOA-11/02](#): Syllabus Template
- [MOA-05/04](#): USC required course syllabi

Faculty Senate first approved syllabi language – 6 April 2005.

The Faculty Senate Executive Board approved (6 November 2015) the below syllabus statement regarding Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures:

Students and instructors are responsible for making themselves aware of and abiding by the “Western Michigan University Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking [Policy and Procedures](#)” related to prohibited sexual misconduct under Title IX, the Clery Act and the Violence Against Women Act (VAWA). Under this policy, responsible employees (including instructors) are required to report claims of sexual misconduct to the Title IX Coordinator or designee (located in the Office of Institutional Equity). Responsible employees are not confidential resources.

For [syllabus development](#) and resources visit the [Center for Teaching, Learning, and Development](#).