TO: University Faculty Senate

FROM: Curriculum and Educational Planning Committee

SUBJECT: Revision of Syllabus Template

The syllabus template attached to this document is meant to replace SD 06-14. The CEP committee requests approval of the new syllabus template.

Approved Disapprove 0

Omer Farook
Emily Hixon
Ed Pierson
David Pick
Shomer Sil
Leslie Rittenmeyer (Chair)
INSTRUCTOR INFORMATION:
Name
Contact Information and Office Hours

COURSE DESCRIPTION:

PREREQUISITES:

COURSE OBJECTIVES:

REQUIRED MATERIALS:
Textbooks (Required and Suggested)

ASSIGNMENTS AND DETERMINATION OF COURSE GRADE:

COURSE POLICIES:
Attendance Policies
Assignment Policies
Honor Code and Academic Dishonesty Policy
Classroom Civility Policies

STUDENTS WITH DISABILITIES:
Recommended Statement: “Students who may need accommodations due to disability should contact the Office of Disability Resources (ODR) to discuss specific needs. The ODR is located on the third floor of the Student Union & Library Building, Room 341. If accommodations for a student are approved by that office, the student must provide his/her instructor with a copy of the official accommodations letter as soon as it is received in order to obtain accommodations. Students may contact the Office of Disability Resources by calling (219) 989-2455 or emailing odr@purduecal.edu.”

EMERGENCY PREPAREDNESS:
Recommended Statement: “An information sheet, with instructions for various types of possible emergencies, is posted in each room on campus. These possibilities include criminal activity, fire, medical emergencies, and noises sounding like gunshots. Students are strongly encouraged to review this instruction sheet carefully and acquaint themselves with these important guidelines.”