

RESOLUTION-POLICY

X	Action Item
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	For Information Only
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From: Dr. Eric Milou, Rowan University Senate President

To: Dr. Donald Farish, President

Date: 2/4/07

RE: Senate Resolution **080204-3**

**Resolution/Policy: Resolution Concerning Instructor Changes to Syllabi After Distribution
Resolution 080204-3**

Context:

The *Faculty and Staff Handbook* (pp. 32-33) contains the following:

3.17 Course Syllabi

Prior to the end of the drop/add period, faculty shall disseminate to each class section the following written information:

- 1. A statement of course objectives*
- 2. The proposed topical outline, where appropriate*
- 3. The meeting times*
- 4. The attendance policy, within the parameters of the existing University policy*
- 5. Course requirements (e.g., readings, research group work, presentations)*
- 6. The criteria and procedures for evaluating student performance including the availability of a pass/no credit option*

The department will designate where course syllabi will be located.

Faculty are requested to include the following statement on their syllabi:

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

As can be seen there is no discussion concerning changes to syllabi after they are distributed.

Therefore, it is recommended that the following be added to the *Handbook* between the two paragraphs quoted above:

While making changes to the syllabus after it is distributed is strongly discouraged, in cases where alterations are

unavoidable, the instructor must inform students in writing (paper, WebCT, or email are acceptable forms) in an expeditious manner.

In addition, it is also recommended that changes to the *Handbook*, such as this and last year's accommodation statement shown above, be distributed via broadcast message to the University community.

Acceptance:

_____ I give my approval. I have forwarded this item to _____ for implementation.

_____ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

_____ I am willing to give approval if the following modification(s) are made:

_____ Before I can approve or reject this item, I need clarification on the following:

_____ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

_____ I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records