The syllabi of the faculty represent the formal contract of the course to the student. It is also used as the official course document by SUNY System Administration, the State Education Department, Middle States Commission on Higher Education, and our governance committees. To provide guidance and consistency, the following guidelines were developed.

A template is provided which includes all the requirements needed to be contained in a course syllabus. This template has been created with a consideration for accessibility to all students. The directions in “red” will give you further information on how to fill in the specific information. Please note that all syllabi will need to include course learning outcomes as well as student learning outcomes.

Also provided is the “What are Learning Outcomes” document that will help you to develop student learning outcomes to accompany the weekly topics. Please review this document to assist you with appropriate action words and format.

Remember that course learning outcomes are developed by the Department and approved by the Curriculum Committee, so please reach out to your Department Chair for the most up-to-date version before adding to your syllabus.

By using a syllabus template, we will be able to provide our students with uniform information and our working committees the tools to perform their functions.