

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Syllabus Policy

NUMBER: 2:12

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Office: Office of Academic Affairs

Sources: [BHSU Faculty Handbook](#); [SDBOR Academic Affairs Guidelines](#); [SDBOR Policy 1:11](#); [SDBOR Policy 2:33](#)

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1. Purpose

This policy sets forth the process for the uniform framework of syllabi for courses at BHSU.

2. Policy

- a. A uniform framework for the syllabus has been established across the South Dakota regental system by the Academic Affairs Council (AAC). It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. A syllabus is required for each course which must be distributed to the students during the first week of classes and included in D2L for the respective course. Copies of syllabi are retained in the appropriate dean's office (hard copy or electronic format).

- b. The syllabus format requires the following components for all course syllabi:

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|--|---|
| • Course Prefix, Number, Title, Credit Hours | -Email address                            |
| • University Name                            | • Course Description                      |
| • Academic Term, Year                        | -Catalog description                      |
| • Course Meeting Time and Location           | - Additional course description(optional) |
| • Instructor's Contact Information           | • Course Prerequisites                    |
| - Name                                       | -Previous courses/experience              |
| - Office location                            | -Technology skills                        |
| - Office hours                               | • Description of Instructional Methods    |
| - Office phone number                        | • Course Requirements                     |

- Required textbook(s) and other materials
- Supplementary materials
- Class attendance policy
- Cheating and plagiarism policy
- Make-up policy
- Course Goals
  - Include specific reference to System General Education Goals if applicable
- Student Learning Outcomes
- Evaluation Procedures
  - Assessments
  - Tests, projects, assignments, etc.
  - Performance standards/grading policy
- ADA Statement
- Tentative Course Outline/Schedule
- Freedom in Learning Statement

c. An ADA Statement is required on all syllabi. The AAC has adopted the following accessibility statement for inclusion in all course syllabi at Regental institutions.

i. Accessibility Statement (must be used verbatim):

Black Hills State University strives to ensure that physical resources, as well as information and communication technologies, are accessible to users in order 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 Disability Services, (contact Jennifer Lucero, Coordinator, at Jennifer.Lucero@bhsu.edu or by phone at (605) 642-6099), who will work to resolve the issue as quickly as possible. The office is in Jonas Academic, Room 121. Additional information can also be found at: <http://www.bhsu.edu/Student-Life/Student-Services/Disability-Services>

d. Board Policy 1.11 (Academic Freedom and Responsibility) requires faculty to evaluate a student solely on academic basis and not on opinions or conduct in matters unrelated to academic standards. The following freedom in learning statement must be included in all course syllabi:

i. Freedom in Learning Statement (must be used verbatim):

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 chair of the department in which the course is being taught to initiate a review of the evaluation.

e. Additional Course Syllabi Components

i. BHSU requires that the student academic misconduct policy must appear on each syllabus.

1. Student Academic Misconduct (must be used verbatim):

Cheating and other forms of academic dishonesty run contrary to the purpose of higher education and will not be tolerated in this course. Academic dishonesty includes (but is not limited to) plagiarism, copying answers or work done by another student (either on an exam or on out-of-class assignments), allowing another student to copy from you, and using unauthorized materials during an exam. Academic dishonesty is a serious offense and could result in failure on an assignment or course. To the extent possible, all incidents will be resolved in discussions between the student and faculty member. As necessary, the chair and then the dean may become involved to resolve the issue. If academic dishonesty is established, a report describing the incident and its resolution will be filed in the offices of the dean and provost. In cases where a satisfactory outcome is not achieved through this process, students may appeal to the University's Academic Appeals Committee.

Formal procedures for filing a complaint for academic misconduct are provided in [BHSU Policy 2:5](#) and [SDBOR Policy 2:33](#). Additional information can be found in the [BHSU Student Handbook](#) section on the BHSU webpage

- ii. BHSU requires that the instructor's policy on class attendance must appear on each syllabus. In general, enrollment in a class implies the responsibility for attending each class session. However, the attendance policy for a specific class is at the discretion of the faculty member teaching that class and will be outlined in the course syllabus. Students will be allowed to make up graded work if an absence is due to participation in university-sponsored activities, provided prior notification of the impending absence has been given to the instructor.
- iii. The course requirements, expectations and framework are embedded in the course syllabus. Any adjustment or alteration to the syllabus will result in an updated syllabus being provided to the students.

### 3. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 9/23/2021.