

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Course Syllabi

Policy Number: 02.78.13

Issuing Authority: Office of the President

Responsible Officer: Provost

Date Created: September 1, 2003

Date Last Amended/Reviewed: December 2025

Date Scheduled for Review: December 2030

Reviewing Office: Office of the Provost

Scope of Policy and Rationale

An effective course syllabus describes the learning opportunities the course provides, what students and faculty will be doing to meet the course goals, and how learning will be evaluated. Faculty members must provide an accessible course syllabus to all students no later than the first class meeting of each term. For asynchronous courses, a syllabus must be provided by the first day of the academic term. In addition, a copy of the syllabus must be provided to the dean's office or the dean's designee.

Policy Statement

A syllabus serves as a communication tool that allows students to plan and prepare accordingly and supports students in navigating the course effectively. The course syllabus must include the following:

- Course/Section details
- Instructor contact information
- Course overview and learning goals
- Required course materials
- Student responsibilities and expectations
- Methods of assessment and grading
- Information on certain university policies related to teaching, learning, and technology, as listed in the *Cross References* section below
- Resources and support, including a statement with respect to disability resources and services, such as:

Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) located in the Howard Gittis Student Center South, 4th Floor at drs@temple.edu or 215-204-1280 to request accommodations and learn more about the resources available to you. If you have a DRS accommodation letter to share with me, or you would like to discuss your accommodations, please contact

me as soon as practical. I will work with you and with DRS to coordinate reasonable accommodations for all students with documented disabilities. All discussions related to your accommodations will be confidential. Students can learn more about the accommodation process and pre-register on the DRS website. Students may register at any time during the semester; but accommodations are not active until you register, so I recommend doing so as early in the semester as possible.

To comply with this policy, faculty members are strongly encouraged to create their syllabus using the university-provided syllabus template. The template includes additional guidance on required and recommended content and meets accessibility requirements.

Each school and college must establish and follow a process for collecting and reviewing all syllabi to be in compliance with this policy. Schools and colleges must also maintain a repository of syllabi for a minimum of seven years.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on November 1, 2002. Effective on September 1, 2003. Amended by the President on August 17, 2006, January 19, 2007, February 20, 2014, August 19, 2019, July 15, 2021, and December 15, 2025.

2. History:

The original policy included a list of required sections for course syllabi, with recommended language and inclusion criteria for each item. The August 17, 2006, amendment inserted language relating to the Policy on Student and Faculty Academic Rights and Responsibilities. The February 20, 2014 amendment revised the statement on disability resources to include a reference to accessible technology, modified the statement on student learning and assessment, and added policy #04.71.13 to the list of cross-references. The August 19, 2019 amendment revised the statement on disability resources and updated the information on online courses. The July 15, 2021 amendment added the requirement that faculty include a statement on the range of possible costs for the course. The December 15, 2025 amendment streamlined the policy, defining the purpose and basic framework of a course syllabus. In conjunction with the December 15, 2025 amendment, the university introduced a recommended syllabus template for faculty, which will be updated periodically according to changing accessibility requirements and teaching and learning best practices.

3. Cross References

Policy #02.78.12, Faculty Office Hours

Policy #03.70.02, Student and Faculty Academic Rights and Responsibilities

Policy #04.71.13, Accessibility of Information and Technology

Policy # 04.71.11, Technology and Software Usage