A written course syllabus and grading policy statement shall be prepared by faculty for each course offered, as a benefit for student participation and expectations. The syllabus and grading policy statement shall be submitted either in writing to enrolled students during the first class period or posted on the web before the first class period. The written course syllabus and grading policy statement shall contain the following:

1. Tennessee Tech University
2. Name of the Department
3. Course Number and Course Title
4. Course Number – Section, Dates, Time, Classroom, Number of Credit Hours, Semester
5. Instructor's name, Office, Telephone Number, and Email
6. Office hours
7. Prerequisites
8. Texts and references
9. Course Description
10. Course objectives/Student learning outcomes
11. Major teaching methods (which might include, but would not be limited to: lectures, labs, demonstrations, discussion, reading, or written assignments)
12. Special instructional platform/materials (iLearn, laptop, clicker, calculator, etc.)
13. Topics to be covered
14. Grading and evaluation procedures
15. Student Academic Misconduct policy or expanded statement if appropriate
16. Statement of attendance policy
17. Any additional information the instructor may wish to include
18. Disability Accommodation: Students with a disability requiring accommodations should contact the Accessible Education Center (AEC). An Accommodation Request (AR) should be completed as soon as possible, preferably by the end of the first week of the course. The AEC is located in the Roaden University Center, Room 112; phone 931-372-6119. For details, view the Tennessee Tech's Policy 340 – Services for Students with Disabilities at Policy Central.

A written course syllabus and grading policyeC /Link7I2-6. D. m (o)eratforrelich ali28.9 (o)-6.6 (u)2.3 (9)-0.6 (e)- 3 (s)-1.3

Effective Date: Fall 2019/Spring 2020

[Approved by the Academic Council April 2, 2014, September 11, 2019; Approved by t