

**Guidelines for Syllabi**

PLEASE EMAIL SYLLABI to  
[col-syllabus@bethel.edu](mailto:col-syllabus@bethel.edu)

A copy of your course syllabi is due in the Office of Academic Affairs *by the last day to add/drop a first-half or full-term class*. **Please send the syllabi by email to [col-syllabus@bethel.edu](mailto:col-syllabus@bethel.edu)**. Academic Affairs oversees the collection and maintenance of these files for a variety of purposes:

- The Higher Learning Commission, our accrediting body, requires we collect and file syllabi for all courses taught at Bethel.
- The availability of these syllabi is helpful to former students when they request copies of specific course syllabi to substantiate credits for further education.
- Faculty often request copies of syllabi from past years.

**The syllabi should provide students with the following information:**

1. Term (e.g. Spring 2024)
2. Course number and title (as printed in the catalog)
3. Name of instructor, email address, office location, and office hours
4. Prerequisites, if any, or other screening devices required for enrollment in this current course (as printed in the catalog)
5. A list of objectives stating the skills and knowledge they will gain by completing the course. (Note: All General Education classes must include the outcomes for the General Education category or course stated in the [General Education document](#).)
6. Course texts and materials
7. Evaluation and grading procedures - students need to have a clear understanding of how you will evaluate them, for instance, what their tests will cover, and what type of tests will be used. Specify the relative weights of the grading factors you use.
8. Academic Honesty Policy – all syllabi must include this statement from the catalog, *not* just a link: “Violation of honesty standards can result in denial of credit (U or F) in a course, as well as dismissal from the university. Penalties are given at the discretion of the faculty member, and offenders will be referred to the associate provost of the College of Arts & Sciences.” If you have a policy for your class that is more specific about the consequences of academic dishonesty than that which is in the catalog, please include it in your syllabus along with the catalog statement above.
9. Attendance policy
10. Accommodation Policy – all syllabi must include this statement from the catalog, not just a link:

**Accessibility Statement:** Bethel University is committed to accessibility for students with disabilities and the *Office of Accessibility Resources & Services (OARS)* is a resource to ensure students experience access. Reasonable accommodations are approved after an interactive process with the student and OARS. The instructor will provide accommodations, but the student is required to initiate the process.

- Students with a documented disability may contact OARS to learn more about how to register for accommodations. Reasonable accommodations are approved after an interactive process with the student and OARS.
- Students registered with OARS are responsible for logging in to their AIM Accessibility Accommodation portal (via MyBethel) each term to request their Faculty Notification Letter of Accommodations. Accommodations cannot be applied prior to the faculty’s receipt of the letter.”

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OARS recommends the student and faculty discuss how accommodations may apply in the specific course. Accommodations cannot modify essential requirements or fundamentally alter the nature of the course. Consultation with OARS may be necessary to clarify reasonable accommodations based on the course. If there are any questions or concerns, connect with OARS at [accessibility-services@bethel.edu](mailto:accessibility-services@bethel.edu) or 651.638.6833.

11. Support for Multilingual Students – all syllabi must include this statement from the catalog, not just a link:

**Multilingual Student Support**

- If you are a multilingual student and believe you would benefit from support for this course, please see your instructor. Possible supports include access to lecture notes, additional time for completing assignments and/or tests, vocabulary lists, use of translation dictionaries, additional time for writing assignments.
- When you notify your instructor, s/he may refer you to the AESC office (HC324) so that you can meet with an academic counselor. The academic counselor will help determine the supports that could contribute to your success in the course and will notify your instructor to suggest these supports be made available to you.
- In addition to specific supports for this course, one-on-one writing support is available for multilingual students. Stop by HC324 or schedule an appointment for "Multilingual Support" at <https://www.bethel.edu/undergrad/academics/support/writing>. More information on multilingual support is available at <https://www.bethel.edu/undergrad/academics/support/multilingual>.

12. Concerns and Appeals – include link to the catalog (<http://catalog.bethel.edu/arts-sciences/general-information/academic-appeals/>). You may include on your syllabus additional information consistent with the catalog.

13. Final examination date and time

14. Course schedule of readings and assignments

15. **[Optional]** COVID statement.

- Anyone who is experiencing COVID-19 symptoms or has tested positive for COVID-19 should follow the Bethel University guidelines, found at <https://www.bethel.edu/covid-19/safety-wellbeing>.

If you need assistance in preparation of syllabi, please contact your department chair. The Faculty Development Team can also assist you in ways to use your syllabus as a teaching tool.

We appreciate your timely attention to this matter.

**Send by email attachment to: [col-syllabus@bethel.edu](mailto:col-syllabus@bethel.edu)**