TENNESSEE TECHNOLOGICAL UNIVERSITY

COURSE SYLLABUS REQUIREMENTS

Faculty must prepare a course syllabus and grading policy for each course to clarify expectations and support student success. These documents must be posted in the course LMS before the first class session. A printed copy may also be provided during the first class.* The syllabus and grading policy must include 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 Campus Email
6. Office hours
7. Prerequisites
8. Texts and Resources
9. Course Welcome and 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 (laptop, clicker, calculator, software, etc.)
13. Topics to be Covered
14. Course Schedule
15. Grading and Evaluation Procedures
16. Course Policies
    a. Attendance Policy
    b. Class Participation
    c. Assignments & Related Policy
    d. *Instructional and Assignment Use of Artificial Intelligence
    e. **Student Academic Integrity Policy or expanded statement if appropriate
    f.
17. Disability Accommodation: Students with a disability requiring accommodations should contact
18. Additional Resources (Technical Help, Tutoring, Counseling, and Health Services, Emergency Preparedness Protocols)

19. A written course syllabus and grading policy statement for each course shall be on file in the departmental office.

Effective Date: Fall 2019/Spring 2020

[Approved by the Academic Council April 2, 2014, September 11, 2019; Approved by the University Assembly April 23, 2014, November 20, 2019]

**Updated to align with new Academic Integrity Policy 216 that is effective January 1, 2025.

*Updated to align with legislative requirements for new Policy 220 and digital accessibility compliance with WCAG 2.1 effective July 2025.