Syllabus Requirements
BYU-Hawaii

During the first week of class, all faculty will provide a course syllabus to each student. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. **Course information:** title, number, semester, year, credits, prerequisites, location, meeting time.

2. **Faculty information:** name, office location, office hours, telephone, email.

3. **Course readings/materials:** course textbook(s), author, publisher. Supplementary readings (indicate whether required, recommended, or optional) and any supplies required.

4. **Course description:** content of the course and how it fits into the broader curriculum; expected proficiencies required to undertake the course, if applicable. May include, and must be consistent with, catalog course description. A listing of the department or program learning outcomes is required together with the ratings taken from department's assessment matrix document representing the degree to which the course addresses each outcome. Use Google Chrome as your browser to open the link below which will then lead you to the assessment e-portfolio. From there, select the college by looking under Select Another Unit Portfolio for the college/area, then department. Within the department, click on Outcomes. The matrix will be listed in this section of the e-portfolio.


5. A statement of **Course Goals** (more general) and **Student Learning Outcomes**.

6. **Alignment to SLOs/CLOs, Program Level Outcomes (PLOs), and Institutional (ILOs) Learning Outcomes where applicable** along with the extent of coverage. For examples click on the following link: [https://accreditation.byuh.edu/ilos](https://accreditation.byuh.edu/ilos) and see ILO-PLO-SLO alignment for a religion course and a COMM110 course along with other ILO resources.

7. **Instructional methods incorporated in Course Outline (schedule):** describe the teaching techniques (e.g. lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Learning Management Systems (LMS) or Canvas, audio/video conferencing, etc.). Describe how you use the Framework for Student Learning to help students prepare, engage, and improve their learning.
8. **Course calendar**: a schedule or outline (daily or weekly major topics or assignments). Tentative or Work in progress to allow for modifications during the semester. Required dates on the course calendar are the "withdrawals from classes’ deadline" and the time, date, and location of the final exam, scheduled according to the University final exam schedule.

9. **Course policies**: specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. **Evaluation**: specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.)

**University Policies**

11. The **Honor Code** exists to provide an education in an atmosphere consistent with the ideals and principles of the Church of Jesus Christ of Latter-day Saints. Students, faculty and staff are expected to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. Academic honesty and dress and grooming standards are to be maintained at all times on and off campus. For specific information see [http://honorcode.byuh.edu/](http://honorcode.byuh.edu/)

12. **Discrimination**: The University is committed to a policy of nondiscrimination on the basis of race, color, sex, pregnancy, religion, national origin, age, disability, genetic information or veteran status in admissions, employment or in any of its educational programs or activities. For specific information see the non-discrimination policy at [https://policies.byuh.edu/](https://policies.byuh.edu/)

13. **Title IX and Sexual Misconduct**: The University will not tolerate any actions proscribed under Title IX legislation, specifically sexual harassment, sexual violence, domestic or dating violence or stalking perpetrated by or against any university students, university employees or participants in university programs. For specific information see [https://titleix.byuh.edu/](https://titleix.byuh.edu/)

All faculty and staff are deemed responsible reporting parties and as such mandated to report incidents of sexual misconduct including sexual assault to the Title IX Coordinator:

Debbie Hippolite-Wright, PhD  
Title IX Coordinator  
Vice President of Student Development & Services  
Lorenzo Snow Administrative Building  
55-220 Kulanui Street  
Laie, HI  96762
14. **Student Academic Grievance policy:** Students who feel that their work has been unfairly or inadequately evaluated by an instructor are encouraged to pursue the matter as an Academic Grievance by following the steps found in the Academic Grievance policy at [http://catalog.byuh.edu/node/300](http://catalog.byuh.edu/node/300)

15. **Disability Services:** If you have a disability and need accommodations, you need to contact the Disability Officer/Coordinator at:

   Disability Services
   McKay 181
   Phone: (808) 675-3518 or (808) 675-3999
   Email address: leilani.auna@byuh.edu

**REPORT A CONCERN:**

If you have a concern to report go to [http://about.byuh.edu/reportaconcern](http://about.byuh.edu/reportaconcern)