
Here is a guide to understanding the requirements:

1. Anything with a ☐ is a required element.
2. Any text inside these brackets [] are clarifications, tips, or specifics of what to edit and include.
3. Any text in **bold** should be copied and pasted verbatim into the syllabus.

Syllabus Elements

All of the items listed below are required to be included in all syllabi at Whitworth University.

- ☐ Instructor name
- ☐ Course name and meeting times
- ☐ Academic term and year of course
- ☐ Contact info [office phone, office location, e-mail address; home phone or cell phone is optional]
- ☐ Office hours
 - For traditional undergraduate and graduate program courses, list office hours [desirable but not required for adjunct faculty]
 - For continuing studies courses, list hours available for student contact [days/times, email and/or phone]
- ☐ Course objectives for students [Stated as student outcomes; i.e., *“By the end of the course the student will know or be able to...”*]
- ☐ Connection of course to departmental mission and student learning outcomes [The departmental mission and student learning outcomes are listed in the Whitworth Catalog in each departmental section]
- ☐ Connection of course to Shared Curriculum learning outcomes [if your course meets a Shared Curriculum requirement; Shared Curriculum outcomes can be found on the Academic Affairs website under [Forms and Resources](#). Look under Academic Advising Resources---“Shared Curriculum Overview” document and the “Shared Curriculum SharePoint Site.”]
- ☐ Texts or other reading materials
- ☐ Any other items required for this course [your own camera, art supplies, etc.]
- ☐ Statement on academic honesty, and range of penalties for violations:
Please note the university's policy on academic honesty (available in the Whitworth Catalog and the Student Handbook). Consequences for any form of dishonesty may range from a failing grade on a specific assignment to a failing grade in the course. Violations of the academic honesty policy become part of your educational record.

[NOTE: It is important that the wording in bold be used exactly as provided here to ensure consistency across campus in case a student brings legal action against the university after being

disciplined for academic dishonesty. Instances of plagiarism can either be reported directly to the associate provost or submitted through an [Early Alert form](#).]

- ☐ List of readings and other assignments, including brief description of each assignment to be handed in, and due dates
- ☐ Dates of class meetings [**Note: To be in compliance with Title IV financial aid and enrollment reporting, courses MUST start and end on the dates published by the university registrar.**]
- ☐ Grading standards [including penalties for late work]
- ☐ Other expectations [not missing more than XXX practices or rehearsals, for example]
- ☐ Policy on absences:
[For traditional undergraduate and graduate program courses, Whitworth excuses absences for participation in its official co-curricular activities. However, this does not mean that students are excused from the work. You can require students to inform you ahead of time that they will be gone and to make up the work from their missed classes. For continuing studies courses, please see the School of Continuing Studies attendance policy.]
- ☐ Accommodations for Religious Observances
In accord with SSB 5166, Whitworth University accommodates student absences, for up to two days per academic year, for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Written notice and request for accommodation must be given within the first two weeks of the beginning of the course and provide specific dates the student requests accommodation. Faculty will work with such students to reach mutual agreement about the terms of the accommodation. Grievances about a failure to accommodate should be directed to the Associate Provost Stacy Hill, McEachran Hall 220, 509.777.4657, shill@whitworth.edu.
- ☐ Accommodations (ADA/504):
Whitworth University is committed to providing its students access to education. If you have a documented physical or mental/psychological impairment that impacts your ability to learn and perform to your potential in the classroom, contact the Office of Educational Support Services (ESS) in Student Life to identify accommodations that can help mitigate barriers to your success. ESS also works with students with disabilities who seek housing or other accommodations at Whitworth for disability-related needs. Students must contact ESS each term in order for faculty/staff to be notified of your accommodations. Services are not retroactive.

To request accommodation, fill out an application on the ESS webpage:
<https://www.whitworth.edu/cms/administration/educational-support-services/>

Contact Information

Katie McCray, Manager for Educational Support Services

Phone: 509.777.3380

Email: kmccray@whitworth.edu

☐ Title IX:

Whitworth University faculty members are committed to the well-being of each student. It is common for students to discuss non-course related issues with faculty and, when possible, faculty will keep such conversations strictly confidential. However, because federal law views faculty members as mandated reporters of any incidents of sexual misconduct, if a student informs a faculty member of an issue of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or discrimination, the faculty member is required by federal law to bring it to the attention of the Title IX Coordinator, Rhosetta Rhodes. The Title IX Coordinator will make the student aware of all options and resources available to them under Whitworth University policies and under the law.

There are Whitworth University employees whom federal law does not view as mandatory reporters, to whom a student could speak without the conversation being reported to the Title IX Coordinator. These include counselors in Counseling Services, health center staff, and any of the university chaplains on the staff of Campus Ministries.

Contact Information

**Rhosetta Rhodes, Title IX Coordinator, Vice President for Student Life and Dean of Students
Phone: 509.777.4536; Email: titleixcoordinator@whitworth.edu
Counseling Center: 509-777-3259; Schumacher Hall
Campus Ministries: 509-777-4345; Beeksma Family Theology Center
Health Center: 509-777-3259; Schumacher Hall**

☐ Non-discrimination:

Whitworth University is committed to delivering a mission-driven educational program that cultivates in students the capacity to engage effectively across myriad dimensions of diversity. Whitworth University is committed to the fair and equal treatment of all students in its educational programs and activities. The University does not discriminate against students based on race, color, national origin, sex, gender identity, sexual orientation, religion, age, or disability and complies with all applicable federal or state non-discrimination laws in its instructional programs.

☐ Fair and equitable treatment:

Whitworth University professors strive to treat all students fairly and equitably, applying the same rigorous standards and expectations to each of our students and working to invite students from all backgrounds into the challenges and rewards of our academic disciplines. Students who have concerns about classroom fairness should contact Associate Provost Stacy Hill, McEachran Hall 220, 509.777.4657, shill@whitworth.edu.

☐ Safety Information

Whitworth University cares about your welfare in the event of an emergency. During the first week of this course, please familiarize yourself with safety information posted in this classroom. Please visit [Health & Safety | Whitworth University](#) if you have further questions.

□ Any additional requirements

- If a class will require off-campus travel, including service-learning, it should be noted in the syllabus (e.g., “this course may require off-site attendance at an event and students will be required to provide their own transportation.”)
- If a class requires research with human subjects, refer students to the IRB website to determine the level of approval needed. ([IRB Application & Instructions | Sponsored Programs | Whitworth University](#))

Important Notes to Instructors

[If your course is a distance education course (i.e. online), there will be additional required syllabus elements. Please see the “[Required Syllabus Elements for Distance Education Courses](#)” document posted with Academic Affairs.]

[Upload your completed syllabus to the Academic Syllabi library on Course Scheduler]

[Course Schedule: Scheduler | Registrar's Office: Course Scheduler | Whitworth University](#)