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Description automatically generated

Department Details

[Course Title]

[Maybe a personal comment or such to make it interesting].

[Semester/Year]

[Class location]

[Class Meeting time(s)]

1. **Course Information**

|  |  |
| --- | --- |
| Course Title: | |
| Credit Hours: | Semester |
| Delivery Method: | Pre-requisite courses: |
| This course is part of the General education Core requirement | |
| General Education Competencies met: (This part is to be filled only if the course is part of General Education Core) | |

1. **Instructor Information**

|  |  |
| --- | --- |
| **Name:** | **Email:** |
| **Phone Number:** | **Office:** |
| **Office hours:** |  |
| **All announcements will be posted on Blackboard on a regular basis.** | |
| **Any change in office hours will be announced on Blackboard. Additional hours are available by appointments/walk-in.** | |

**Note: Instructors reserve the right to make necessary changes on this syllabus. Announcements made in class or posted on Blackboard are considered official components of this syllabus**

1. Rationale/ Course Description:

***Should be adopted from the course catalog.***

1. Textbook and required materials

***Multiple sections of the same course should have same textbooks and materials.***

1. Course objectives

***Multiple sections of the same course should have same course objectives and outcomes. List of 3-5 course objectives.***

1. Student Learning Outcomes:

***Multiple sections of the same course should have same course objectives and outcomes. List of 3-5 course objectives***

1. Course Outline
2. Evaluation and Assessment Methods
3. Additional Course Policies
4. Attendance Policy
5. Withdrawal Policy

*The last date of withdrawal from the course will be on XXXXXX following the University academic calendar.*

1. Electronic Device policy
2. Academic Integrity

Students should be familiar with the Tuskegee University Catalog and Student Handbook for a proper understanding of University policies. These policies include, but are not limited to, grade appeal, sexual harassment, student access to records, and others. Policies specified in the current catalog are applicable unless otherwise stated in this syllabus.

Faculty may choose to incorporate fuller statements on each of these areas.

1. Reasonable Accommodations for Students with Disabilities. Tuskegee University is committed to campus access in accordance with Title II of the American Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can contact Ms. Ardelia Lunn at [alunn@tuskegee.edu](mailto:alunn@tuskegee.edu) or call Wellness Center at 334-724-8147

<https://www.tuskegee.edu/student-life/wellness-center-counseling>

1. Inclusivity Statement

**University Policies:**

**Copyright Restrictions (Adapted from Tuskegee University Archive)**

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if in its judgment, fulfillment of the order would involve violation of copyright law. The copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as textbooks. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a Fine up to $250,000 and imprisonment.

**FERPA**

Tuskegee University is required by Section 99.7 of the Educational Rights and Privacy Act (FERPA) regulations to provide students annual notification of their FERPA rights. A statement of Tuskegee University’s Procedure to Inspect Educational Records appears on the University’s website under “Important Notice” from the Registrar’s Office. Student privacy in all courses and programs regardless of delivery format is protected as per the Policies and Procedures Relating to the Family Education Rights and Privacy Act (FERPA) posted on the University's web site. The Family Educational Rights and Privacy Act or FERPA prevents universities from sharing your student's private information (such as grades, transcripts, disciplinary records, contact information and class schedules) with anyone aside from you the student without written permission.

<https://www.tuskegee.edu/programs-courses/registrar> <https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Academics/Registrar/FERPA.pdf>

**Other**

In this section you may include statements as specified by the school specific accreditation agencies or subject specific requirements.