

## **ACC Syllabus Requirement:**

2017-18 Academic Coordinating Commission

Western Washington University

A syllabus is the single best guide available to the ACC when considering a new, temporary, or significantly revised course. Among other advantages, the availability of such a syllabus facilitates the ACC's evaluation of the proposed course against the ACC Policy on Credit Hours. As such, the ACC requires a course syllabus that includes a course schedule (including a statement of the number of class meeting hours per week) and an account of work required be attached to all proposals for new, temporary, or significantly revised courses.

In cases of significant revision, an old syllabus should be included with the new one for the purpose of clarifying differences between versions of the course. Significant revisions include a change in credit hours, a significant change in course content, and a change in modality, including a change from direct to online instruction, a change from online to direct instruction, or a change from campus instruction to study abroad.

While the ACC acknowledges that the attached new syllabus may be a draft version that is subject to change, it is expected that the attached syllabus provide a level of detail similar to that of a final version of the syllabus.

In the interest of protecting academic freedom and the syllabus writer's intellectual property rights over the syllabus, the ACC does not dictate the form or content of a course syllabus. The ACC does, however, recommend that the syllabus meet the minimal, conventional standards of the Program(s) or Department(s) for which the new or revised course is proposed. For suggested syllabus guidelines, see the WWU Teaching Handbook.

*Approved at ACC meeting of [3 April 2018](#) and Faculty Senate meeting of [23 April 2018](#).*