

McNeese State University
REQUIRED CLASS MATERIALS POLICY

The following materials are to be distributed by each instructor to his/her classes and a copy of each hand-out kept on file in the office of the appropriate department head or dean: a syllabus providing course objectives or learning outcomes, grading scale, how the student's grade will be determined, attendance policy, and make-up policy, offices hours and contact information for the instructor.

As recommended by the Faculty Senate, all course syllabi must contain the following statement: "Students with impaired sensory, manual, or speaking skills are encouraged and have the responsibility to contact their instructor, in a timely fashion, regarding reasonable accommodation needs. Students should visit the MSU web page at www.mcneese.edu/policy/diversity.htm for information about diversity awareness and sexual harassment policies and procedures." The syllabus must contain a statement about the expectation for the student to be aware of and abide by the Academic Integrity policy. To view this policy, please go to www.mcneese.edu/integrity.

These handouts should be given to the department head/dean by the tenth (10) day of class and should be reviewed and updated each semester. The department head/dean should maintain a file of all course syllabi for a five-year period.