

Concordia University  
Syllabus Template and Submission to Provost Office Instructions

Concordia policy requires that syllabi be updated at least every 5 years or a shorter period determined by each dean. Use the syllabus template to guide the writing of the syllabus for your course. Supporting information is always available here <http://celt.cuw.edu/?s=syllabus+template>

**Please insert your own text in place of the italicized directions on the template. Do not leave any italicized text on your syllabus.** Remember that:

- The syllabus is a contract with your students. It must lay out the instructor's expectations for learning, and must include all elements listed on the template. You may add any additional information that is relevant for your course. A grading policy is essential, and should be as specific as possible.
- In addition to serving the needs of students, the syllabus template is designed to meet the expectations of the University Global Learning Outcomes; the University Liberal Arts Outcomes (AKA Core Outcomes; for courses in the undergraduate core curriculum only); the individual academic program, department or major learning outcomes; and the regulatory expectations of the Higher Learning Commission (HLC) and U.S. Department of Education.
- All elements marked with (\*) may be changed only with approval of the department chair or program director. All sections of a course should use a version of the syllabus of record on file with the Provost Office with the same starred (\*) elements. All other elements may be modified by individual instructors as necessary to meet the learning goals of their delivery of the course. However, some courses and programs may have additional required elements; please check with your department chair to ensure that these are included on the syllabus. In particular, Concordia Center and online courses may be more prescriptive.
- The section on course and instructor policies should be as specific as possible. For example, if you do not permit cell phone use in class, state the consequences of using a phone. If there is a penalty for turning assignments in late, state the penalty clearly. This decreases misunderstandings and protects both students and instructors.
- New and revised syllabi are approved by the department chair or program director and dean. Departments submit syllabi to the Provost Office using the [Syllabus Submission to the Provost MACH form](#). In the MACH form process, the syllabi go to the appropriate dean or dean designate for approval before consideration by the Provost Office. A separate [Banner Course Information \(BCI\) MACH form](#) has been created to notify the Registrar's Office of changes to the course for university systems (Degree Works, Course CRNs, Catalog), including information that appears on the syllabus. When syllabi reflect changes made to courses by departments, the Syllabus Submission form requests a copy of the completed BCI MACH form confirmation be included with syllabi submitted.
- After final approval by the Provost's office, the syllabus is posted on an internal site (S drive, SharePoint or One Drive) accessible to university staff as the syllabus of record for that course as of the effective date. The Provost's Office will also update their ongoing permanent record (list) of approved syllabi and their effective dates. The Provost's Office will inform indicated parties of final approval by email.
- If you require any assistance writing a syllabus, please contact the Center for Excellence in Learning and Learning (CELT) at 262-243-2358. The CELT holds regular workshops on syllabus development.