

# Faculty Syllabus Training

Regulation on Publication of Academic Calendars,  
Grading Policies, and Related Materials

# UNC Syllabus Policy 400.1.6

## Regulation on Publication of Academic Calendars, Grading Policies, and Related Material

### Syllabus Defined:

A. “Syllabus” or “Syllabi” is defined in this regulation as an employer required document to accompany any course offered by an institution for academic credit. Syllabi are developed by the instructor, at the institution’s direction, and are required to include sufficient detail to inform students of the course and instructor’s expectations for the specified class.

B. Directed Works. Syllabi are directed works<sup>[2]</sup>, as distinguished from creative non-directed works, that are developed within the scope of an instructor’s employment and under institutional direction. Under section XII of Section 500.2 of the UNC Policy Manual, *Patent and Copyright Policies*, the institution is considered the copyright owner of course syllabi, as **directed work.**<sup>[3]</sup> As such, instructors do not retain personal copyright in these materials, and syllabi owned by a public agency generated in the course of public business, are not copyrightable in a manner that would exempt syllabi from public access to these records, consistent with state and federal public records laws. **Syllabi shall be treated as “public records” as that term is used in Chapter 132 of the North Carolina General Statutes.**

# Syllabi Content

Beginning in the 2026-27 academic year, all syllabi shall, at a minimum, include the following:

1. Course name and prefix, along with the course description;
2. All goals, objectives, student learning outcomes, and/or student expectations for the course;
3. An explanation of how student performance will be assessed, including the grading scale, percentage breakdown of major assignments, and how attendance or participation will affect a student's final grade;
4. List of all course materials (physical and/or electronic) that students are required to purchase; and
5. A statement noting that the course engages diverse scholarly perspectives to develop critical thinking, analysis, and debate and inclusion of a reading does not imply endorsement.
  - Syllabi do not constitute an express or implied contract among the student, faculty, or institution. Rather, syllabi serve as a guide for the course.

# Availability of Syllabi

Beginning in the 2026-27 academic year, each instructor teaching a course offered by an institution for academic credit shall establish and maintain a course syllabus to properly define the expectations of the course and include information required in this regulation. Academic experiences occurring outside of organized course sections and providing individual instruction in exchange for course credit, e.g. practicums, internships, independent research, and dissertations, may not require a syllabus.

- Syllabi will be available and housed on an online platform for each course offered in a given semester or session.
- Syllabi will be searchable to the public.
- All course syllabi shall be posted to the institution's publicly available online platform no later than one (1) week prior to the first day of classes for the applicable semester or session:

# How to Submit Course Syllabi

- **Write up syllabus content**
  - Auto-populated fields
    - Course Description
    - Statement Regarding Endorsement
    - Textbook Rental Materials\*
- Email→Link to Qualtrics form from IRAP
- Insert content into fields
- Submit

**APPSTATE**

ABC 1000 | Course Title

Course Description

---

<<Auto populated and editable>>

Goals, Objectives, Learning Outcomes & Student Expectations

---

<<Insert Text>>

Student Assessment

---

<<Insert Text>>

Course Materials Required for Purchase

---

<<Auto populated from Textbook Rental Program and editable>>

Auto-generated Statement: This course engages diverse scholarly perspectives to develop critical thinking, analysis and debate and inclusion of reading does not imply endorsement.

**APPSTATE**

# Syllabi Content

Beginning in the 2026-27 academic year, all syllabi shall, at a minimum, include the following:

1. Course name and prefix, along with the course description; ← Prepopulated & Editable
2. **All goals, objectives, student learning outcomes, and/or student expectations for the course;**
3. **An explanation of how student performance will be assessed, including the grading scale, percentage breakdown of major assignments, and how attendance or participation will affect a student's final grade;** } Completed by instructor
4. List of all course materials (physical and/or electronic) that students are required to purchase; and ← Prepopulated & Editable
5. A statement noting that the course engages diverse scholarly perspectives to develop critical thinking, analysis, and debate and inclusion of a reading does not imply endorsement. ← Prepopulated & Cannot Edit

# How to Submit Course Syllabi

- Write up syllabus content
- **Email**→**Link to Qualtrics form from IRAP**
- Insert content into fields
- Submit

Subject: Course Syllabi - Fall 2026  
To: Jamie Parson <[andersonja2@appstate.edu](mailto:andersonja2@appstate.edu)>

Hello Jamie,

Beginning in the 2026–27 academic year, each instructor teaching an organized course for academic credit will be required to establish and maintain a course syllabus that clearly defines course expectations and includes all elements outlined in the UNC Policy Manual, Section 400.1.6[R], and requires that these documents be treated as public records.

Please submit the required syllabus information using the form below:

[Course Syllabi Fall 2026](#)

Or copy and paste the URL below into your internet browser:

[https://appstate.az1.qualtrics.com/jfe/form/SV\\_0ALqMfoH83WwFg?Q\\_DL=wsbpUdWbLaDPPjZ\\_0ALqMfoH83WwFg\\_CGC\\_INoP2z2oIRISm&Q\\_CHI=email](https://appstate.az1.qualtrics.com/jfe/form/SV_0ALqMfoH83WwFg?Q_DL=wsbpUdWbLaDPPjZ_0ALqMfoH83WwFg_CGC_INoP2z2oIRISm&Q_CHI=email)

Please add the requested information to the form **in plain text only**.

The form will guide you through each assigned course (one per page). A syllabus will be required for each course, unique to the instructor, course subject, course number, campus location (Boone, Hickory, ASO, and PKH), and course type (online, in-person, hybrid, ...). You can edit and move through the form as needed using the **Back** and **Next** buttons at the bottom of each page before submitting. The following five elements are required for each course section:

- **Course name, prefix, and description:** Prepopulated when available from the current Academic Bulletin. You may edit the description if needed. If not provided, please enter an appropriate description.
- **Goals, objectives, student learning outcomes, and/or student expectations:** To be completed by the instructor.
- **An explanation of student performance assessment (grading scale, assignment breakdown, and attendance/participation policies):** To be completed by the instructor.
- **A list of all course materials (digital or physical) that students are required to purchase and textbooks assigned via App State's textbook rental program:** An effort has been made to prepopulate the information with course materials, but this requires your review and may not be complete. Please review, add, update, and/or correct.
- **Statement on diverse scholarly perspectives:** This statement is prepopulated and cannot be edited.

**One hour** after submitting the form, you will receive an email with a summary of your responses for each course and a **one-time-use** link to edit your response. If additional edits are needed later, please contact [irap@appstate.edu](mailto:irap@appstate.edu) to request a new link.

Thank you,

Rick Sears  
Executive Director, IRAP

# How to Submit Course Syllabi

- Write up syllabus information
- Email→Link to Qualtrics form
- **Insert content into fields**
- Submit

**Information for CRN 13525 - Computer Information Systems (CIS) 5620 Section 101 IS STRATEGY POLICY & GOVERN**

Course description (update if incorrect):

This course examines how to effectively lead an information systems organization. Chief Information Officers are tasked to take part in determining corporate strategy based on information technology and its potential role in corporate objectives, while determining the IS (Information System) strategy to most effectively implement the corporate strategy in terms of information technology, IS personnel, data, and telecommunications. The IS strategy focus of this course will be on the ethical and privacy issues related to security enhancement and the growing use of the Internet. IS governance will include personnel issues, legal and financial obligations, data privacy.

All goals, objectives, student learning outcomes, and/or student expectations for the course:

fsrsrs

An explanation of how student performance will be assessed, including the grading scale, percentage breakdown of major assignments, and how attendance or participation will affect a student's final grade:

hhhhhhhh

List of all course materials (physical and/or electronic) that students are **required to purchase**:

zzzzzzzz

This course engages diverse scholarly perspectives to develop critical thinking, analysis, and debate and inclusion of a reading does not imply endorsement.

# How to Submit Course Syllabi

- Write up syllabus information
- Email→Link to Qualtrics form
- Insert content into fields
- **Submit**



**Before Submitting This Form!**

Please review all of the information you have provided for each course. Use the **Back** button to navigate. Make any needed additions or corrections before you click the **Submit** button.

Below is a summary of your responses

[Download PDF](#)

Beginning in the 2026-27 academic year, each instructor teaching a course offered by an institution for academic credit shall establish and maintain a course syllabus to properly define the expectations of the course and include information required in the UNC Policy Manual, Section 400.1.6[R]. Please copy and paste from your syllabus the information that App State is required to collect and make publicly available.

[Information for CRN 13525 - Computer Information Systems \(CIS\) 5620 Section 101 - IS STRATEGY POLICY & GOVERN](#)

Course description (update if incorrect):

# Public Facing Platform

The screenshot shows a Tableau Public dashboard titled "APPSTATE Course Syllabus Search". At the top left, it says "View on Tableau Public" and the APPSTATE logo. Below the title, there is a subtitle: "Use the dropdown button below to select a fall 2026 course." A yellow highlighted bar contains the text: "Appalachian | ASU 1111 102 | CRN: 11111 | Course: University Life | Course Desc: This is an example of a course". Below this, there are sections for "Course Description" (containing "This is an example of a course description"), "Course goals, objectives, student learning outcomes, and/or student expectations" (with a large empty space below), and "An explanation of how student performance will be assessed, including the grading scale, percentage breakdown attendance or participation will affect a student's final grade" (with a large empty space below).

- Aims to aid student success by enabling informed course selection
- Will serve as the repository for syllabi vs. department level maintenance for accreditation purposes

# Additional Guidance



- Use Microsoft Word for template
- Review organization with students
- **All** documents called Syllabus/Syllabi are likely subject to the records requests

# Canvas



*Please post your course syllabus in the Qualtrics system, Appalachian State University's online platform used to make syllabi readily searchable to the public in accordance with Section 400.1.6[R] of the UNC Policy Manual. Any and all material uploaded into this "Course Syllabus" section shall be considered directed works and treated as "public records" as that term is used in Chapter 132 of the North Carolina General Statutes.*

# Additional Guidance



- Material Changes
- If you use alternative grading systems and need assistance, contact CETLSS

# Need Assistance?



[CETLSS](#)



[IRAP](#)

# Contact Us

---

Academic Affairs

(828) 262-2070

[aa@appstate.edu](mailto:aa@appstate.edu)

[www.academicaffairs.appstate.edu](http://www.academicaffairs.appstate.edu)

# Q & A

---