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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 24-A-XX**

Approved by the Faculty Senate  
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**BRIEF SUMMARY:** This bill revises the procedures for “Class Syllabi” from the Faculty Senate Handbook.

**REVISING “CLASS SYLLABI” PROCEDURES**

**BE IT RESOLVED:** Subject to the passage and approval of this bill the procedure portion of “Class Syllabi” in Chapter 3 of the *Faculty Handbook* will be replaced by this bill.

- 1 The class syllabus must contain all information, regardless of order, on the Section Specific  
2 Class Syllabus Template found here [my.semo.edu/pages/instructional-guidelines-forms](http://my.semo.edu/pages/instructional-guidelines-forms).  
3 A faculty member may choose to include additional information in the syllabus specific to the  
4 course, including (but not limited to) provisions regarding use of electronic devices, expected  
5 class behavior, technology needs or expectations, etc.  
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<b>Action</b>	<b>Date</b>
Introduced to Senate	1/31/2024
Second Senate Meeting	2/14/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	