Syllabus Guidelines
Every class at Kettering University must have a syllabus that is provided to all students enrolled in the class at the first class meeting. This may be either a paper copy distributed at the first class or a posting on Blackboard available to all students at the first class.

Elements of a good syllabus (minimum)
- Contact information: phone, email and preferred method
- Office hours and location
- Required and recommended books and other materials. Please note that the ISBN #’s, as required by the HEOA, must be included for each required and recommended book
- Learning objectives
- Course schedule (by course meeting or week) including lecture (and laboratory) topics
- Assessment tools used to evaluate performance (quizzes, tests, projects, papers, etc.) including dates of scheduled quizzes, examinations, and due dates for papers and projects
- Grading
- Attendance Policy
- Common Statement on Students with Documented Disabilities – required in all syllabi
- Common Statement on Ethics in the University and Academic Integrity – required in all syllabi

Common Statement on Students with Documented Disabilities
The University will make reasonable accommodations for persons with documented disabilities. Students need to register with the Wellness Center every term they are enrolled in classes. To be assured of having services when they are needed, students should contact the Wellness Center during the first week of each term. Note that it is the student’s responsibility to arrange accommodations with each professor. For more information on “Disability Services,” refer to the Student Life section of the current Undergraduate Catalog which is located on page 24. This information is also noted in the Student Handbook.

Common Statement on Ethics in the University and Academic Integrity
Kettering University values academic honesty and integrity. Cheating, collusion, misconduct, fabrication, and plagiarism are serious offenses. Each student has a responsibility to understand, accept, and comply with the University’s standards of academic conduct as set forth in our statement, “Ethics in the University,” and “Academic Integrity” as well as policies established by individual professors. For more information, refer to the Student Life section of the current Undergraduate Catalog which is located on page 19. This information is also noted in the Student Handbook.

Academic Assistance
In addition to your professors, academic assistance with class work and writing is available from the Academic Success Center (ASC) at (810) 762-7995 or academicsuccess@kettering.edu.

March 5, 2015