



AA-9 SYLLABUS REQUIREMENTS POLICY

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Revised:

Reviewed:

Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: LSU Health Sciences Center at New Orleans aims to provide consistent information in all syllabi across all programs and all schools.

II. DEFINITIONS:

Syllabus: A written document outlining the essential elements of a specific course including structure, class expectations, and student responsibilities.

III. GENERAL POLICY GUIDELINES:

1. Required Syllabus Components

- a. Course director contact information
- b. Course location(s), dates, and times
- c. Course description
- d. Learning objectives
- e. Textbook/articles/materials information
- f. Grading information
- g. Course calendar with assignment and test dates included
- h. Behavioral statements, including links
 - i. *Accessibility Statement:* LSUHSC-New Orleans is committed to creating an inclusive and accessible environment according to the ADA, ADAA, and Section 504 of the Rehabilitation Act of 1973. Students in need of classroom accommodations should contact the Office of Disability Services (ODS) at ods@lsuhsc.edu. Please keep in mind that accommodations take effect when an accommodation letter has been generated; they are not retroactive. New accommodation letters need to be requested every academic term in which you are enrolled. More information can be found on the [ODS website](#).
 - ii. *Diversity Statement:* LSUHSC-New Orleans welcomes and respects individuals from diverse backgrounds and viewpoints. All faculty and students should be treated with dignity and empathy. Discrimination and harassment of any kind will not be tolerated.
 - iii. *Names & Pronouns:* All students should be treated with professional consideration and respect. While our university data system requires the use of legal names and gender markers on official documents, students are welcome to inform instructors of the pronouns and name that they use. Preferred names can be modified on ID badges as well. Students who have questions concerning

this policy are encouraged to contact the [university registrar](#).

- iv. *Title IX Statement:* LSUHSC-NO promotes integrity, civility, and mutual respect in an environment free from harassment and discrimination based on sex, gender, sexual orientation, gender identity, sexual misconduct, and power-based violence. As your course director and/or instructor, I am mandated to report to the [Title IX Coordinator](#) any incident of Title IX or power-based violence told directly to me. Exceptions to this required reporting include disclosures that are shared in the course of academic work such as a class discussion, group work, etc. Confidential resources that do not have the reporting requirement are available through CAP and the Ombuds.

[All gender restrooms](#) can be found in several locations on campus.

LSUHSC-NO does not discriminate against anyone with pregnancy or parenting status. Reasonable accommodations are available to anyone who requests them. [Lactation spaces](#) are available across campus as well.

IV. PROCEDURES: All syllabi should be submitted along with any new and revised courses approved by each school's curriculum committee. The minutes from the respective curriculum committee meeting approving new or revised courses and up-to-date syllabi shall be stored in the Dean's Office of the respective school and in the Vice Chancellor of Academic Affairs Office.

VI. REFERENCES

[Office of Disability Services](#)

[Office of the Registrar](#)

[Title IX Office](#)