

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Syllabi and Learning Management System Policy

**NUMBER:** 2.7.3.1

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### **A. PURPOSE**

This policy outlines the information to be made available to students and the associated posting requirements, ensuring students have access to accurate and timely information on the courses in which they are enrolled.

### **B. DEFINITIONS**

- 1. Board of Regents (“BOR”):** The constitutional body responsible for governing the Unified System of Public Higher Education in South Dakota, which encompasses its supervision, coordination, management, and regulation. Board of Regents Policy 1.1.1, 1.1.2 and SDCL § 13-49 through § 13-53 provides the authority to govern academic programming.
- 2. Institution(s):** One of the six (6) universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and University of South Dakota.
- 3. Instructor of Record:** The individual assigned by the institution with overall responsibility for the development and implementation of the course syllabus, delivery of the course, and issuing grades for a given course.
- 4. Learning Management System (LMS)<sup>1</sup>:** A comprehensive, integrated software that supports the development, delivery, assessment, and administration of courses in traditional face-to-face, blended, or online learning environments.
- 5. Course Schedule:** An outline providing students with a list of lecture topics, activities, assignments, and due dates to be used in preparation and planning of their student engagement and success.
- 6. Course Catalog:** The student information system catalog for student registration to include the course title, course subject and number, credit hours, instructor of record (if/when assigned), academic term and year, course meeting schedule, building location, delivery method, and campus.
- 7. Course Syllabus:** An academic document that communicates information about a specific course and explains the rules, responsibilities, and expectations associated with the course.

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<sup>1</sup> 2014, EDUCAUSE. Retrieved from <https://er.educause.edu/articles/2014/4/selecting-a-learning-management-system-advice-from-an-academic-perspective>.

8. **Student Information System:** The system that manages all student information managed through the Regents Information Systems department of the Board of Regents.
9. **Textbook:** Any textbook, paperback, or electronic book required to be purchased and read for a course.

### C. **PRINCIPLES, EXPECTATIONS AND POLICY STATEMENTS**

1. A course summary must be available in the student information system prior to the registration cycle for students of the institution to evaluate.
2. All sections for the semester will be activated (in the LMS) no fewer than three (3) working days prior to the start of the term by the instructor of record.
3. A course syllabus must be available and posted (in the LMS) no fewer than three (3) working days prior to the start of the term by the instructor of record.
4. Courses that are exempt from the LMS posting requirement include advanced medical education for the school of medicine (USD specific Medical School 800 level courses), internships, thesis, and dissertation sections (Student Information System Instructional Method of U Thesis/Research Sustaining, T Thesis, S Internship/Practicum). These sections will require an agreement to be completed between the institution and the student<sup>2</sup>.
5. For clinical experiences, the course syllabus/agreement will be posted in the applicable clinical LMS.
6. Each course syllabus shall include the following required course elements:
  - 6.1. Course Subject, Number, and Credit Hours (as provided in the student information system);
  - 6.2. Course Title (as provided in the student information system);
  - 6.3. Instructor of Record and Contact Information;
  - 6.4. Course Description (as it appears in the course catalog);
  - 6.5. Course Goals and Student Learning Outcomes;
  - 6.6. Course Meeting Time and Location (as provided in the student information system);
  - 6.7. Required Textbook(s)/Required Course Materials;
  - 6.8. Description of Instructional Methods;
  - 6.9. Course Schedule;
  - 6.10. Course Assignments;
  - 6.11. Attendance/Make-up Policy;
  - 6.12. Evaluation Procedures (i.e., tests, projects, assignments, grading policy, etc.);
  - 6.13. A link to the required BOR statements and required institutional statements

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<sup>2</sup> Higher Learning Commission: Assumed Practices. [Criteria for Accreditation \(CRRT.B.10.010\) | Policies \(hlcommission.org\)](https://www.hlcommission.org)

6.13.1. Certain areas are governed consistently across all institutions, warranting common clauses or statements applicable to all students. To ensure consistency in verbiage, interpretation, and application, the following topics shall be addressed by way of required BOR statements, the specific verbiage of which shall be set forth in AAC guidelines and incorporated verbatim at every institution. The required BOR statement areas include:

- Freedom in Learning
- ADA Statement
- Academic Dishonesty and Misconduct
- Acceptable Use of Technology
- Emergency Alert Communication

6.13.2. Certain areas are governed consistently across each institution, warranting common clauses or statements applicable to all students at a given institution. To ensure consistency in verbiage, interpretation, and application, each institution shall implement required institutional statements covering the following areas:

- Complaint Procedure
- Grade Appeal Policy
- Student Success Services and Supports

7. The course syllabi may be supplemented with additional elements deemed appropriate by the instructor of record, and in accordance with the institution's procedures, which could include but isn't limited to, supplemental course material, classroom decorum/expectations, communication etiquette, and/or optional content/material.
8. Courses that are added to fill a course enrollment management need (See BOR Policy 2.4.4) may post the syllabus after the three (3) working day requirement, but not later than the first full week of classes.
9. Courses that have a change in the instructor of record may post the syllabus after the three (3) working day requirement, but not later than the first full week of classes.
10. If a change in the instructor occurs due to unforeseen circumstances (e.g., medical leave) during the semester, the institution will work with the students and the new instructor to ensure the syllabus is properly updated.
11. The instructor of record may modify the course schedule throughout the semester as necessary and appropriate to adjust to changing circumstances, provided students are given sufficient and prompt notice of any such changes and such changes do not unduly penalize students. See AAC Guidelines for the procedures related to course schedule modification.
12. Nothing contained in this policy shall be construed to dictate course content or instruction. What constitutes appropriate content or instruction for a given course is a matter of academic freedom, governed in accordance with BOR Policy Section 1.6.1 – Academic Freedom and Responsibility.

13. Copies of all syllabi distributed to students and posted in the applicable LMS, in accordance with this policy, must be provided to the institution by the instructor of record in accordance with the institution's procedures.

### **FORMS / APPENDICES:**

[AAC Guideline 2.7.3.A Syllabi Guidelines](#)

[AAC Guideline 2.7.3.A\(1\). Syllabi BOR Required Policy Statements](#)

### **SOURCE:**

BOR December 2022; BOR June 2023; October 2023 (Clerical).