



NORTHEASTERN
STATE UNIVERSITY

College
Department
Semester, Year

Course Information

- Course Prefix:
- Number:
- CRN:
- Credits:
- Title:

Instructor Name

- Instructor Email
- Instructor Phone
- Office Location
- Office Hours

Course Delivery Method

(For online accessibility, delete the methods not applying to your course)

Face to Face

Blended / Partial

Online

Workload/Credit Hour Statement

The federal definition of a credit hour requires one hour of instruction time and two hours of out-of-class student work per credit per week [34 CFR 600.2]. By multiplying the number of credit hours a course is worth by three clock hours' instruction / preparation time, you can determine the minimum average per week for "time on task." For example, in a 3-credit online course, you should plan on a minimum average of 9 hours per week of "time on task." In online or blended courses, the "traditional" credit hour contact hours are defined by the number of hours of "time on task." Time on task includes any time that students spend interacting with course materials and participating in learning activities, including but not limited to readings, projects, assignments, videos, student-student or student-professor interaction, and exams.

Class Days / Meeting Times

(Face-to-face meeting days must match the schedule's Course Section Comments for all Partial, Blended or Online (less than 100%) classes. Virtual class meetings (VCM) - If all or part of a class is to be taught via Zoom, synchronous meeting times must be listed.)

Course Prerequisites and/or Co-requisites *(if any)*

Catalog Description

Course Purpose / Goals

(General Education Requirement, Program Requirement, Elective, etc.)

Student Learning Outcomes

(If the outcome fulfills a General Education outcome, please indicate with an asterisk.)

Instructional Methods / Strategies

(i.e. Discussion groups, Case Studies, Demonstrations, Field/Clinical Experiences, Group Activities, Laboratory Experiences, Lecture, Library Research, Modeling, Oral Reports, Presentations, Problem Sets, Textbook Assignments, etc.)

Learning Outcome Assessment Methods

(i.e. In-class Assignments, Quizzes, Papers, Performance Evaluation, Tests, etc.)

Instructional Materials

(Required textbook / technology; supplemental / recommended materials)

Grading Policy / Scale

Class and Instructor Policies

(Other policies related to Expected Classroom Behaviors, Punctuality, Participation, etc.)

Academic Policies / Required Information

(To save paper, please just include the text and links below.)

Please go to the following weblink: [Academic Affairs Syllabus Information link](#) for required information

Approved by Academic Council - May 3, 1994

Updated - January 27, 2010; Approved by President's Cabinet - February 23, 2010

Revised Fall 2015, 2016, 2017, 2019, 2020; Spring 2021, Fall 2021

pertaining to:

- Academic Misconduct
- Americans with Disabilities Act Compliance
- Behavioral Intervention Team
- Inclement Weather/Disaster Policy
- Release of Confidential Information
- Student Handbook
- Teach Act
- Textbook Information
- Title IX

Student Support

Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. Student Disability Services provides or arranges reasonable accommodations and services to qualifying students. You can learn more here: [Student Disability Services](#)

Students who may need assistance accessing sufficient food to eat every day, lack a safe and stable place to live, or who may be experiencing mental health challenges impacting their performance in the course are urged to contact [Student Affairs](#) or [HawkReach Counseling Services](#) for support. Additional resources are available through the [Food Pantry \(NSU-BA\)](#) and [Rowdy's Resource Room \(NSU-Tahlequah\)](#). An online report may also be submitted through the [Report Concern](#) link.

Course Concerns or Complaints

Students who wish to express a concern about a course or academic issue are encouraged to follow this process. Students who want to file a course grade appeal should consult the next section.

- First, conference with the *faculty member*. Most concerns can be handled through dialogue with the course instructor.
- Second, if the instructor is unable to resolve the issue, the student may talk with the *department chair*. If the student does not know who the department chair is, s/he can contact the registrar with the course prefix and number, and that office can provide the information.
- Third, if the department chair is unable to resolve the issue, then the student is welcome to contact the *assistant or associate dean*. If the student does not know who the assistant / associate dean is, s/he can ask the department chair or contact the registrar.
- Fourth, if the assistant / associate dean is unable to resolve the issue, the student may contact the *college dean*.

It is important that *the student* initiate action (not parents, partners, or other relatives) and begin at the faculty or department chair level as most issues can be resolved there.

Grade Appeal

A student may petition a course grade change by using the [Grade Appeals Timeline and Policy](#) if satisfactory resolution cannot be achieved after informal grade review conferences with the instructor, department chair, and/or Dean's office. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original course grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process and the conditions which allow for the appeal of a course grade.

Class Calendar with Assignment Due Dates