



WASHINGTON STATE UNIVERSITY  
**Office of the Provost**

**MEMORANDUM**

To: WSU Faculty, Instructors, and Teaching Assistants

From: Elizabeth S. Chilton, Provost and Executive Vice President

Subject: Syllabus Development and Expectations

Date: April 6, 2023

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As recently [announced in the WSU Insider](#), the Faculty Senate approved the creation of the University Syllabus for system-wide implementation beginning Fall 2023.

Under the leadership of the Faculty Senate's [Syllabus Subcommittee](#), work was conducted to explore ways to curtail the growing length of course syllabi and to alleviate faculty of the task of ensuring that university-wide statements remain current from year to year. I want to extend my sincere thanks to the subcommittee for their tireless work and leadership, which led to the development of the University Syllabus.

As you begin to prepare for the Fall 2023 semester and develop your syllabi, please ensure you comply with the University Syllabus by completing the following steps:

- Remove the following statements from your course syllabus (which are now provided online in the University Syllabus):
  - Lauren's Promise: WSU's Commitment to Address Discrimination and Harassment
  - Reasonable Accommodations
  - Arrangements for Religious Reasons (formerly Religious Accommodations)
  - Emergencies on Campus (formerly Safety and Emergency Notifications)
  - Student Support Resources (previously only for the WSU Pullman campus)
- As part of the Faculty Senate's approval process, the following statement is now required for course syllabi. As such, kindly add the same to your course syllabus:
  - *"Students are responsible for reading and understanding all university-wide policies and resources pertaining to all courses (for instance: accommodations, care resources, policies on discrimination or harassment), which can be found in the [University Syllabus](#)."*
- Review the [required and recommended elements of the course syllabus](#) on the [WSU Syllabus website](#) and make requisite changes as needed.
  - Of note, carefully review the updated Academic Integrity statement (a course syllabus element) and make changes accordingly.

Starting in May 2023, users of Canvas will notice the addition of a University Syllabus menu item in each course space. The existing syllabus menu item will automatically provide the statement directing students to the University Syllabus.

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The Faculty Senate and the Provost's Office hope the University Syllabus will ensure wider access and consistent messaging about university-wide course policies and resources, so you can focus on how to best design and deliver courses in ways that support student learning. We appreciate your partnership in adapting your course syllabi in compliance with the new University Syllabus.

Later this summer, the Provost's Office [annual memorandum providing reminders of academic key policies](#) will be released and posted on our website. In light of the new University Syllabus, this memorandum will no longer include information about syllabus development and expectations.

If you have any questions about the University Syllabus, I encourage you to contact Clif Stratton (Chair, Syllabus Subcommittee) at [clif.stratton@wsu.edu](mailto:clif.stratton@wsu.edu).