



November 28, 2022

TO: Faculty Senate Steering Committee  
FROM: Clif Stratton (chair) on behalf of the Syllabus Subcommittee

RE: Establishment of a University Syllabus

Dear Colleagues,

At its meeting on November 22, 2022, the Syllabus Subcommittee approved a recommendation to establish a centrally managed University Syllabus, to take effect in Fall 2023. The Syllabus Subcommittee kindly refers this matter to Steering Committee for consideration as to whether this plan needs the full vetting of the Faculty Senate.

With the establishment of a University Syllabus, faculty would no longer be required to include in their course syllabi the individual statements contained in the University Syllabus (reasonable accommodations, university support and response to discrimination and harassment, religious accommodation, safety and emergency notification, severe weather, student crisis resources). These statements are not tailored to any individual course but instead are applicable system wide.

Instead, the following statement will be required in all course syllabi:

**University Syllabus**

Students are responsible for reading and understanding all university-wide policies and resources pertaining to all courses (for instance: accommodations, crisis resources, policies on discrimination or harassment), which can be found in the university syllabus: <https://syllabus.wsu.edu/university-syllabus/>.

The Syllabus Subcommittee has consulted with the Attorney General's Office and has received written support of this change in how university statements are delivered via syllabus.

The following procedural steps and timeline will support this change:

1. Once Spring 2023 syllabi have been delivered to students, the chair of the Syllabus Subcommittee will revise the [university syllabus page](#) so that it serves as *the* landing spot for students and others to read and understand university syllabus statements. It will no



longer serve as a resource for faculty to copy and paste up-to-date statements into their individual syllabi but will instead serve as the place where everyone goes for said up-to-date statements. The chair of the Syllabus Subcommittee will annually work with the Office of the Provost to update this page.

2. The chair of the Syllabus Subcommittee will further communicate via Faculty Senate and the Office of the Provost that beginning in Fall 2023, faculty will be required to include the above University Syllabus statement in their course syllabi, rather than include the full text of all university syllabus statements.
3. The chair of the Syllabus Subcommittee will work with the Catalog Subcommittee of Academic Affairs to update necessary documents and procedures for syllabus review, reducing the time it takes for members of CSC to conduct reviews.
4. To further increase the visibility of the important policy statements contained in the University Syllabus, ITS will create a link to the [university syllabus page](#) to be placed in the navigation menu of all Canvas course spaces, beginning Fall 2023. This link will serve as an additional way for students to access the University Syllabus. The Fall 2023 implementation timeline will provide Global Campus and Pearson (which manages some courses for the Carson College of Business) time to update their template Canvas spaces so that full-text university syllabus statements are removed from the course syllabuses and replaced with the above statement.

Please direct any questions or concerns to the Syllabus Subcommittee chair at [clif.stratton@wsu.edu](mailto:clif.stratton@wsu.edu). We kindly await a response from the Steering Committee.

Sincerely,

**CLIF STRATTON, Ph.D.**

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