

**80.20.001 THE SYLLABUS POLICY**

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**The Syllabus Policy****PURPOSE**

Syllabi inform students about what is expected of them to meet course requirements and is provided to the students via the LMS. Syllabus content must be in accordance with requirements as set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Tennessee Higher Education Commission (THEC).

**SCOPE**

This policy applies to all students enrolled in the St. Jude Graduate School, regardless of mode of instruction and physical location of the student.

**STAKEHOLDERS AFFECTED BY THIS POLICY**

Stakeholders affected by this policy include all Graduate School students and faculty.

**POLICY****1.1 Mandatory Course Information****1.1.1 Mandatory course information is as follows:**

- Name of Course Leader(s) and lecturers;
- Course Leader(s) office number and location, department affiliations, and phone numbers;
- Times and locations for Course Leader(s) office hours;
- Course number, section, and title;
- Semester (fall or spring) and year;
- Prerequisites and any other enrollment requirements;
- Overview of the scope, purpose of the course, and course description;
- Due dates for problem sets and examinations;
- Method(s) for submitting problem sets and assignments;
- Date and format of examination(s);
- Explanation of the grading rubric of assignments, problem sets, examination(s) and participation;
- Required and optional texts and other resources;
- Copyright usage policy;
- Expected objectives for the course.

**1.2 Course Materials**

1.2.1 Course materials include, but are not limited to, lecture presentations, lecture recordings, required and recommended readings, links to papers and/or relevant sites.

1.2.2 Course materials may not be shared once the course is completed.

**1.3 Submission of Coursework**

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1.3.1 Coursework must be submitted by the dates specified by the instructor and as detailed on the syllabus and in the LMS course calendar. Grace periods will only be granted in exceptional circumstances (e.g. illness, personal, or family issues) and at the discretion of the course leader, in consultation with the relevant Associate Dean. Computer failure is not accepted as a reason for missing an assignment deadline and students are expected to back up their data at regular intervals to avoid losing their work. All students are strongly encouraged to make use of the shared drive to back up data and coursework. Loaner laptops are available upon request.

**PROCEDURE**

N/A

**DEFINITIONS**

N/A

**REFERENCE DOCUMENTS**

N/A

**FORMS AND OTHER DOCUMENTS**

N/A

**POLICY DETAILS**

Policy Type	Policy Revision
Policy Number	80.20.001
Policy Category	Academic Policy
Policy Sponsor	Steven Varga
Approval Authority	Curriculum Committee
Policy Effective Date	July 1, 2023
Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
Last Review Date	December 11, 2025
Next Scheduled Review Date	By June 1, 2026

**REVISION HISTORY**

V1.0 – May 9, 2023

V2.0 – August 2, 2024

**APPROVALS**

Curriculum Committee – Approved on May 9, 2023

Curriculum Committee – Approved on August 2, 2024