

3356-10-26 Syllabus requirements.

(A) Purpose. This policy ensures compliance with section 3345.029 of the Revised Code, which requires each state institution of higher education to make syllabi for undergraduate courses publicly available. In addition, this policy establishes the criteria for standard syllabi requirements across the institution.

(B) Definition. “Course syllabus” – a document that outlines a course’s content, structure, and expectations. It includes information about the instructor, a course description, learning objectives, a schedule of topics and assignments, required materials, resources, grading policies, and any other information pertinent to completing the course in the appropriate template.

For purposes of this policy, there are two required versions of the same syllabus:

(1) The version required by section 3345.029 of the Revised Code (state syllabus), and

(2) The version required by YSU (YSU syllabus).

(C) State syllabus requirements. Beginning fall 2026, a state syllabus template created by the office of academic affairs will be distributed to all faculty. All faculty members teaching undergraduate courses will be required to use both the template and the process instituted by the office of academic affairs. All state syllabi shall be posted publicly on the YSU website. College credit plus (CCP) courses delivered in secondary schools and taught by a high school teacher are exempt from the state syllabus requirement portion of this policy.

(1) Per section 3345.029 of the Revised Code, all undergraduate syllabi for courses currently being taught will be available on a publicly accessible website that shall:

(a) Be open to the public without requiring user registration of any kind;

(b) Be accessible by link or download within no more than three links; and

(c) Be searchable by keyword or phrase.

Syllabi posted publicly shall not include class meeting times or locations.

(2) The required state syllabus template provided by YSU's office of academic affairs will, at minimum, include:

- (a) The name of the course instructor;
- (b) A course calendar outlining materials and topics and the timeline in which they will be covered;
- (c) A list of any required and/or recommended readings;
- (d) The instructor's contact information; and
- (e) The instructor's professional qualifications including degree(s), area(s), institution(s), and date(s).

(3) As required by section 3345.029 of the Revised Code:

- (a) Any syllabus posted under this policy shall remain posted for not less than two years after it was first posted.
- (b) For any syllabus no longer used, the course instructor shall, upon request, make that syllabus available for not less than two years after it was first posted.
- (c) To the extent practicable, YSU shall ensure that the most recently updated syllabus for each undergraduate course it offers for college credit is posted in accordance with this section.

(D) YSU syllabus requirements. Beginning in spring 2026, all faculty members at YSU will be required to use a standardized syllabus format for all courses. No other syllabus or format can be used to replace or substitute for this syllabus. The YSU syllabus template will be made available through the university's syllabus management system. All faculty members shall post a YSU syllabus within the designated course shell on YSU's official learning management system (LMS) for each course offered.

(E) Timeline for both state and YSU syllabus. Starting fall 2026, all syllabi must be entered in YSU's syllabus management system not less than five business days before the start of the semester so that chairs/school directors

can approve and have them posted to the publicly accessible site no later than the first day of classes for each semester or academic term in which the course is offered.

- (F) Implementation and oversight. In accordance with section 3345.029 of the Revised Code, a syllabus compliance administrator (SCA) shall be designated to oversee implementation and to submit a compliance report to the chancellor of higher education.
- (G) Policy review and compliance. All faculty are required to comply with this policy. This policy shall be reviewed every five years to ensure continued compliance with state law and institutional standards.
- (H) YSU shall not bargain syllabus policies. This policy applies, notwithstanding, any contrary provision in a collective bargaining agreement entered into on or after the statute's effective date.