



MEMORANDUM

DATE: January 8, 2025

TO: Deans, Associate Deans, School Directors, Faculty and Staff

FROM: Sheryl A. Tucker
Provost and Vice Chancellor for Academic Affairs

Sheryl A. Tucker

RE: Course Syllabus Requirements
Spring 2025 Syllabus Attachment

With New Year and spring semester right around the corner, this Memo includes the usual course syllabus requirements that support the academic success of our students. Once it is released, the spring semester exam schedule can be found at the Office of the Registrar website: <https://registrar.siu.edu/>

The minimum requirements for syllabi are outlined in the collective bargaining agreements (CBAs) with the SIUC Faculty Association (see section 10.02.a.3) and the NTT Faculty Association (see section 11.04.a.3: <https://laborrelations.siu.edu/labor-contracts/>). As required by the CBAs, all faculty must provide a copy of each course syllabus to the school director by the end of the first week of classes (**Friday, January 17, 2025**). Please note, course syllabi are not to be posted electronically except as allowable by the CBAs (Section 10.02.a.3 of FA Contract; Section 11.04.a.3 of NTT Contract). Additionally, under the CBAs, all faculty, must confirm in writing to the Director that their syllabi have been provided to students by the end of the first week of classes.

Attached is the recommended syllabus attachment for Spring 2025. You are encouraged to distribute it to students with your course syllabus. This syllabus attachment also is available at this link <https://provost.siu.edu/#syllabus>.

I appreciate your efforts to ensure our students' success and best wishes for a smooth start to the spring semester.

Attachment: Spring 2025 Syllabus Attachment

Copy: Austin Lane, Chancellor
Juliane Wallace, Associate Provost for Academic Administration
Julie Dunston, Associate Provost for Academic Programs
Rachel Frazier, Director, Office of the Registrar