Wayland Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Title and Number: (Ex: RLGN 1301 Old Testament History)

Term: (Ex: Fall 2014)

Name of Instructor: (Ex: Dr. John Doe)

Office Phone Number and WBU Email Address: (include area code and the email address to be utilized in this course)

Office Hours, Building, and Location: (Ex. Office Hours 1-3 p.m. MWF; 2-4 TT; Flores Bible Building, Plainview Campus. If you do not have a Wayland office, then state the appropriate means and times for students to contact you.)

Class Meeting Time and Location: (Ex. Monday 6:00-10:10 p.m., San Antonio Main Campus, Rm 102)

Catalog Description: (Ex: An introductory survey of the Old Testament and its historical literature with special attention to the institutions, religion, and national life of the Hebrew people.)

Prerequisites: (Ex: RLGN 1301. If no prerequisite, indicate “none.” If a prerequisite is required, it is to be enforced unless an exception is granted by the Dean of the appropriate School.)

Required Textbook(s) and/or Resource Material: (Include author, title, publisher, ISBN and publication date of textbook(s) and other resource material required for the course.)

Optional Materials: (List optional materials recommended to enhance student learning.)

* Course Outcome Competencies: (List required outcome competencies from the Course Outcome Competencies document on wbu.edu/religion. Instructor may include additional competencies if desired.)
**Attendance Requirements:** (The university catalog states the attendance policies for Plainview, external campuses, and Virtual Campus. Communicate to students the attendance policy for the given course.)

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.” (This statement is required on all university syllabi.)

**Course Requirements and Grading Criteria:** Specific requirements of the course including the criteria utilized to assess student performance and the weight of each. A variety of means to evaluate student performance should be used and grading criteria should conform to the grading system contained in the catalog. An example of assessment criteria and weights might include:

- **Examinations:** Three exams - (60% of the final grade)
- **Research Project:** Research paper - (25% of the final grade)
- **Attendance and Participation:** (15% of the final grade)

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation. (This statement is required on all university syllabi.)

**Tentative Schedule (Calendar, Topics, and Assignments):** Faculty should include a schedule indicating the dates the class will meet, topics to be covered, requirements, and approximate date for fulfilling each requirement. This is generally incorporated into a course calendar.

**Additional Information:** Faculty may include additional information as desired (such as classroom disruption statement, personal faith statement, class discussion guidelines, copies of rubrics, research project guidelines, etc.)

* Required by Southern Association of Colleges and Schools Commission on Colleges