



# VIRGINIA UNION UNIVERSITY

## **POLICY IDENTIFICATION: COMMON COURSE SYLLABUS**

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS

RESPONSIBLE CONTACT: ASSOCIATE PROVOST ACADEMIC AFFAIRS

**EFFECTIVE DATE: January 5, 2026**

Faculty must use a common course syllabus for all course modalities and make it available to students on the first day of class. The following core components are required and cannot be modified without prior approval from the Office of the Provost—*Source: AI-CoPilot.*

1. General Course Information
2. Course Description
3. Course Modality
4. Reference to the Artificial Intelligence policy
5. Proctoring Requirements
6. Prerequisites
7. Course Objectives and Student Learning Outcomes (SLOs)
8. Required Texts and Materials
9. Assignments and Assessments  
(The incorporation of Repondus lockdown browser and monitor, when applicable)
10. Grading Scale
11. Course Schedule
12. Academic Policies (links)
  - a. AI Policy link
  - b. Academic Integrity link
  - c. Incomplete Grade Process link

\*These policies will be reviewed for updates and revisions, as needed