

Title: Policy on Informing Students of Course Requirements

Approved by: President

Date approved by President: September 30, 2025

Effective date: September 30, 2025

Responsible Official: Provost or the Provost's Designee

Responsible University Office: Office of the Provost

Related legislation and University policies: N/A

Review Period: 5 years

Date of Last Review: N/A

Relates to: Faculty teaching courses

Background

CWRU's institutional-level accrediting body, the Higher Learning Commission or HLC, publishes a set of Assumed Practices that institutions are expected to carry out. Accreditation criteria are layered on top of these Assumed Practices, which provide a minimum set of expectations for institutions of higher learning.

Included among the Assumed Practices is:

"Instructors communicate course requirements to students in writing and in a timely manner."

At its meeting on February 24, 2025, the CWRU Faculty Senate passed a motion requiring that provides the basis for a policy which addresses this assumed practice.

Classification of Courses at CWRU:

The CWRU Registrar classifies courses according to instruction mode into one of four categories:

- Distance, Total (DT) - Courses in which 100% of instructional contact hours for each student are delivered through remote (synchronous and/or asynchronous) instruction.
- Hybrid/Hyflex (HY) - Courses in which a portion of the contact hours are delivered or made available through remote (synchronous and/or asynchronous) instruction.
- In Person, Traditional (P) - Courses in which instructional contact hours for each student are delivered in-person, usually on a regular schedule.
- Individualized Study (IS) - Individualized study where instruction occurs as arranged (e.g., independent study, research courses, dissertation, thesis, co-op, practicum).

Definition of “A Timely Manner”

“A timely manner” is defined to be no later than the end of the first week of classes so as to allow students time to adjust their academic schedule as needed. For courses not following the normal academic calendar or on a condensed schedule (i.e., dynamically dated or summer semester), this should be adjusted as appropriate to the format.

Policy

All undergraduate and graduate courses taught at CWRU that fall into the DT, HY, and P categories must be accompanied by a written set of course requirements that is given to students by the end of the first week of class. For courses not following the normal academic calendar or on a condensed schedule (i.e., dynamically dated or summer semester), the timing of this requirement should be adjusted as appropriate to the format. It is strongly recommended that IS courses be accompanied by a written set of course requirements.

Specific requirements are left to the faculty as appropriate to their discipline and within the parameters of any departmental, school, or disciplinary standards, provided they are in compliance with University Policy.