

Required Information for Course Syllabi

Pittsburg State University

(Approved by PSU Faculty Senate, November 2011; Amended April 27, 2026)

The following information must be included in the syllabus for all courses:

- Pittsburg State University
- Semester, Year and Instructor Name
- Academic honesty and integrity policy
<https://www.pittstate.edu/registrar/catalog/archive/2025-2026/student-rights-and-responsibilities.html>
- Content to be covered in course, anticipated student learning outcomes and methods of assessment of student learning
- In the case of general education courses, include specific general education goals that the course covers
- Course delivery method (online, hybrid, face-to-face, etc.)
- Faculty office hours and availability to students
- Grades (Description of how grades will be assigned)

Instructors may also wish to include a link to a Syllabus Supplement

<https://www.pittstate.edu/registrar/syllabus-supplement.html>. The supplement is updated for each semester and the summer session and includes information for students about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc.

In addition, faculty should include one of three categories of AI Use Designation* in their class syllabi statements. Faculty are strongly encouraged to add a rationale statement that provides students with context for the designation.

*Three categories of AI Use Designations are: Allowed, Conditional, or Prohibited.

Use is Allowed: Use of Generative AI tools is permitted in this course (examples may include ChatGPT, Gemini, and/or Co-pilot). Students are responsible for the accuracy and originality of their work and must clearly disclose and cite any AI-generated content. Assignments using AI should include an acknowledgment statement specifying the tool, provider, and purpose of use.

[Insert rationale as to why here].

Use is Conditional: You may be permitted to use AI tools such as ChatGPT, CLAIR, and Gemini to assist on some assignments in this course (e.g., brainstorm ideas, outline documents, or write drafts). The course instructor will provide clear instructions in each assignment as to whether generative-AI is allowed for that assignment.

[Insert rationale as to why here].

Use is Prohibited: Students are expected to produce original work in all assignments. The use of Generative AI is prohibited in this class. Submitting AI-generated or AI-assisted work will be treated as academic misconduct.

[Insert rationale as to why here].