To: Department Chairs, School Deans  
From: Academic Affairs  
Re: 2013-2014 course syllabi with student learning outcomes: NYSED and Middle States Requirements  
Date: August 12, 2013  

We write to remind you to please ensure that all teaching faculty have: 1) developed a syllabus for each class they are teaching, 2) included student learning outcomes as part of that syllabus, and 3) made the syllabus available to students, ideally, on the first day of classes.

Syllabi and learning outcome requirements are set by the following New York State Education Department (SED) and Middle State Standards:

SED Regulation 52.2 (c) (1): “The objectives of each curriculum and its courses shall be well defined in writing. Course descriptions shall clearly state the subject matter and requirements of each course.”

SED Regulation 52.2 (e) (4): “Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.

Middle States Standards: An accredited institution is expected to demonstrate that course syllabi incorporate expected learning outcomes. (from Standard 11, Educational Offerings in The Characteristics of Excellence, Middle States, 2009) Each school and department will be asked to confirm that teaching faculty prepare a syllabus incorporating student learning outcomes or objectives, and distribute it to students in the beginning of the term.

Syllabus design assistance is available through various on-line and in-person support and is provided by the CET (ext.74062, email:elaine_maldonado@fitnyc.edu). Online syllabus samples and related resources can be found on CET’s dedicated webpage to syllabi and student learning outcomes: [http://www.fitnyc.edu/10740.asp](http://www.fitnyc.edu/10740.asp)

Thank you very much and to a great academic year!

c: Dr. Giacamo Oliva, Vice President for Academic Affairs  
    Professor Elaine Maldonado, Director of Faculty Development/CET