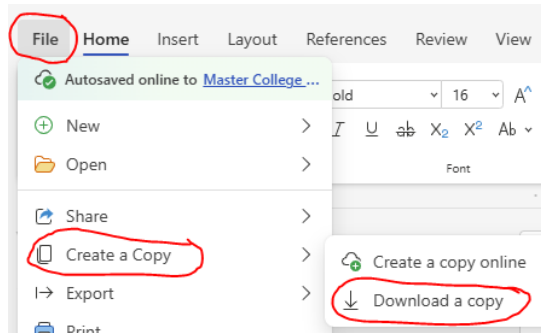


Preparing Your Course Syllabus for the Semester - Updates were last made on 5/14/26

Add the AI Statement to your syllabus. [Examples](#)

There is a new Master Syllabus template that you can use to create your syllabus. [Syllabus Template Draft ADA compliant \(10.7.25\).docx](#). All of the Academic Affairs required information is included in this new template.

To Download: **File** → **Create a Copy** → **Download a Copy**



1. **Download** the new template.
2. **Make changes** - You can pull most of the additional information needed from your Master Syllabus provided to you by the department.
3. **Change** the **green text** to black. **Remove** the text **highlighted in yellow** or any extra information that doesn't pertain to your course.
4. Run the **accessibility checker** in Word to make sure your content is accessible.
Desktop Version of Word: Go to **File**→**Check for Issues**→**Check for Accessibility**
Office 365 (Cloud) Version of Word: Go to: **Review**→**Check Accessibility**
5. **Upload** the **Word** file and **PDF** file in Brightspace to make sure it can be read by all screen readers.

Recommend as Additional “Other” College Resources:

1. **Henrietta G. Lewis Library:**
Through the library databases and catalog, students can access millions of scholarly sources. Librarians offer research assistance anytime the library is open, as well as through 24/7 virtual chat. The entrance to the Lewis Library is located on the 2nd floor of the Learning Commons on the Sanborn campus. The Library has 3 floors of study spaces, including computers and bookable study rooms. Visit [Lewis Library \(https://tinyurl.com/4t2rzz8e\)](https://tinyurl.com/4t2rzz8e) for more information.
2. **Academic Center for Excellence (ACE):**
The Academic Center for Excellence provides **free** in-person and online academic support services, such as academic coaching and student tutoring. ACE is located on the second floor of the Lewis Library on the Sanborn campus. Visit the [ACE Tutoring Center \(https://tinyurl.com/4xem5v6h\)](https://tinyurl.com/4xem5v6h) for more information and to access online tutoring services.

1. On-Campus Computer Access:

Computers are located in the Library, ACE, and the first floor of the Learning Commons for student use. The lab in ACE also provides general computer assistance. (Hours vary, so contact ACE for specific times.)

3. Printing:

Printers can be found in the Library, ACE, or the E-Commons.

4. D2L Brightspace:

SUNY Niagara uses Brightspace for our learning management system. For this course, Brightspace will be used to [insert your own relevant information here]. Brightspace uses the same email and password as your T-Wolves email. If you need assistance with Brightspace, please contact onlinelearning@niagaracc.suny.edu or call SUNY Online at 1-844-673-6786.

5. D2L Brightspace Pulse App (Optional)

Brightspace Pulse is a mobile app that aids learners in staying connected and on track with their courses. It provides one easy view of course calendars, readings, assignments, feedback, grades, and announcements. Students are encouraged to utilize both the Brightspace Pulse app and the web-based platform for a comprehensive learning experience and for access to all resources. Brightspace Pulse is accessible using VoiceOver (iOS) and TalkBack (Android), and available for download from any global [Google Play](https://bit.ly/425wAaf) (<https://bit.ly/425wAaf>) or [Apple App Store](https://apple.co/4fKYRpP) (<https://apple.co/4fKYRpP>). Visit: [Brightspace for Essentials Learners](https://bit.ly/4j5urlb) (<https://bit.ly/4j5urlb>) for more information.

6. Accessibility Services:

Accessibility Services supports pregnant students and those with a documented disability by providing reasonable academic accommodations to remove barriers to academic success. If you would like to determine eligibility, please call 716-614-6728, e-mail access@niagaracc.suny.edu, or go to Accessibility Services, room A-167, to make an appointment.

7. Health and Wellness:

The Wellness Center is comprised of Health Services and Personal Counseling Services and provides physical, intellectual, social, and emotional support for students. They respect student needs and foster a safe climate in which physical and emotional health issues can be addressed. The Wellness Center is located in C-122 or you can call 716-614-6275. Visit [Wellness Services](https://tinyurl.com/5fmmdmer) (<https://tinyurl.com/5fmmdmer>) and [Wellness Counseling](https://tinyurl.com/4afs2acv) (<https://tinyurl.com/4afs2acv>) for more information.

8. Wolf Packed (*Recommended*)

Wolf Packed is SUNY Niagara's course material delivery program that provides access to required course materials before the first day of class, in a convenient manner. Enrollment in Wolf Packed is automatic; however, verifying your order is required for physical course materials pickup or delivery, and all digital materials will be linked inside the learning management system (LMS) Brightspace.

If you opt out of Wolf Packed, you are responsible for purchasing all required materials through other means, including the SUNY Niagara bookstore. It is an all-or-nothing decision - you cannot opt out of individual courses.

For more information about the program, visit the [Wolf Packed Website](https://bit.ly/wolfpacked) (<https://bit.ly/wolfpacked>).

Cost of the Program:

- **New Per Credit Pricing:** Starting in the 2027 academic year, the Wolf Packed program fee will be \$25 per credit hour for all programs. Courses in which the instructor uses

Open Education Resources (“OER”) as required materials will remain exempt from this fee.

- **Changes for NFI programs:** Separate Wolf Packed pricing for NFI programs will be discontinued. Instead, first-time freshman and transfer students will be charged a one-time course fee for knife and baking & pastry kits. NFI staff will manage kit distribution.
- **Changes for Nursing Students:** The testing software fee, previously bundled in the Wolf Packed program, will now be charged as a separate course fee.

9. Zoom Audio and Recording Notice *(if needed)*

If Zoom is used in this class, it may be recorded for use by enrolled students, including those who are unable to attend live. Students who participate in any session with their camera engaged or utilize a profile image are consenting to have their video or image displayed/recorded. If you are unwilling to consent to have your profile or video image displayed/recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who unmute during class and participate orally are consenting to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. Visit our website for more information on [Zoom Etiquette for Students \(https://bit.ly/3DQjOmg\)](https://bit.ly/3DQjOmg).

Rev. 1/8/2025