



## Campus Administrative Policy Statement

*March 8, 2007*

Title: Syllabus

Source: Provost's Office

Prepared by: Assistant Vice Chancellor for Academic Affairs

Approved by: \_\_\_\_\_  
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Provost

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Replaces: NA

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### A. Introduction

While a syllabus is an essential component of good teaching, student learning, and outcomes assessment, it also typically establishes and defines the instructor's expectations for students in terms of their academic performance and responsibilities, methods of assessment or grading, classroom preparedness, deadlines or due dates, and personal and ethical conduct and behavior in the course. The syllabus, therefore, essentially serves as a contract between the instructor and the student. While a faculty member has great flexibility in the design and content of a syllabus for a course, but this second role implies that there needs to be a core of certain types of information to be found in every syllabus for courses offered at UCDHSC.

### B. Policy Statement

1. All faculty members must have a current syllabus for each course and must review that syllabus with students at the first class meeting of every course, and ensure that it is available to all students thereafter. Syllabi should be on file in the department or school/college.
2. Each syllabus is required to contain, but not limited to, the following elements:
  - a. **Logistical Information.** Course title and number; instructor contact information and office hours; pre-requisite courses (as stated in the catalogue) or skills.
  - b. **Course Design.** Catalogue description; core course or GT Pathways designation; textbooks and other materials; required readings, assignments, examinations; instructional technology; course outline; format (lecture, discussion, lab, etc.).
  - c. **Assessment Design.** Any expectation that a faculty member has for student performance that will affect the student's grade must be clearly delineated, including (but not limited to) grading criteria, standards, and scale. If class participation will impact the course grade, clearly state how the criteria for participation will be evaluated. Records should be kept of all assignments and activities that are included in a student's grade.

- d. **Course Policies.** Clearly state your policies regarding class attendance; turning in late work; missing homework, tests or exams; make-ups; requesting extensions; returning student work; reporting illnesses; cheating and plagiarism or other forms of academic misconduct. In particular, if attendance is a factor in a student's grade, the syllabus must identify how attendance will be taken and must clarify the difference between an absence and being tardy.
  - e. **Students with Disabilities:** Include information regarding academic accommodations for students with disabilities.
  - f. **Student Code of Conduct:** Include a reference to the Student Code of Conduct.
  - g. **Course Schedule.** The schedule should include the tentative sequence of course topics, the preparations or readings, and the assignments due. For the readings, give page numbers in addition to chapter numbers; this will help students budget their time. Exam dates should be firmly fixed, *while dates for topics and activities may be listed as tentative.*
3. Faculty are strongly urged to include the following in their syllabi:
- h. **Student Success.** Include suggestions about "how to be successful," as well as requirements for participation and course objectives.
  - i. **Course Communication.** The syllabus should specify clearly how the faculty member will notify students of changes in any policies, assignments, etc., set forth in the syllabus. If email is used as a primary mode of notification, students should be reminded that they are responsible for keeping the university informed of any changes in their email addresses.
  - j. **Returning Graded Assignments.** Student privacy must be protected (Family Education Rights and Privacy Act of 1974). Faculty must refrain from publicly posting grades or putting graded assignments in a public place. Therefore, a statement in the syllabus describing the ways assignments will be returned is advised (e.g., Students are to provide a self-addressed, stamped envelope for graded assignments.).
  - k. **Students called for military duty.** Include information about procedures for students called for military duty.
  - l. **School/College Requirements.** A school or college may have other specific format or content requirements, which faculty in that school or college must follow.
4. A faculty member is bound by the terms of his/her syllabus. If a faculty member revises a course syllabus for any reason, the faculty member must, in a timely way, notify students in writing of the changes. The faculty member must give students sufficient time to prepare new assignments. In any reasonable disagreement with a student, the administration is obligated to resolve omissions and confusing provisions in the student's favor.