Proposal to update the Undergraduate Course Syllabus Policy
Approved by the Curriculum & Policies Subcommittee, 3/25/15; by Undergraduate Council, 4/14/15; Recommendations by the College Academic Administrators Council, 4/21/15; revisions approved by UGC, 4/29/15.

Rationale for proposed updates:
• The Undergraduate Course Syllabus Policy was last reviewed and approved by the Faculty Senate in 2005. The policy should address new course delivery modes (hybrid/fully online), current pedagogy and student expectations.
• The faculty now recognizes that some information is essential on a syllabus, while other items are recommended—depending on the course content and delivery. This expanded list allows instructors to add statements as appropriate for their course.

Proposed Updates to current Undergraduate Course Syllabus Policy (in red font):

The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. It must be distributed (either as a hard copy or online) during the first week of classes, and a hard copy, available to students, must be kept in the department office for a period of not less than one year. The following minimum information should be provided:

1. Instructor’s (and TA’s) names, office/room numbers, telephone numbers, and email addresses;
2. In-Person Courses: Office hours or a statement of an “open-door” policy; Fully Online Courses: a statement on instructor’s response time to questions (e.g., 24 hours);
3. Overall course objectives and expected learning outcomes;
4. Grading scale and grade policies that specify in detail the methods of evaluation and how the final grade will be calculated, including those on assignments submitted after the due date and those on extra credit opportunities, if any;
5. Course prerequisites, if any;
6. Absence and class participation policies; in addition to the instructor’s absence policies, a statement should be included regarding the following kinds of excused absences:
   • All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion,
   • Absences pre-approved by the UA Dean of Students (or Dean’s designee) will be honored.
7. List of required texts or readings and where to locate those readings;
8. Number of required examinations and papers;
9. Weekly (or daily) schedule of topics and activities, including assignment due dates;
10. Policies regarding expected classroom behavior (e.g., use of cell phones, mobile devices);
11. Policies against plagiarism, etc., within Student Code of Academic Integrity: http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity;
12. Policies against threatening behavior by students: http://policy.web.arizona.edu/threatening-behavior-students;
13. Policies against discrimination and harassment, along with offices for reporting concerns related to discrimination or harassment, [http://policy.arizona.edu/humanresources/nondiscrimination-and-anti-harassment-policy](http://policy.arizona.edu/humanresources/nondiscrimination-and-anti-harassment-policy);
14. Required extracurricular activities, if any;
15. Special materials required for the class, if any;
16. Statement about accommodations for students with disabilities. For recommended language, see [http://drc.arizona.edu/faculty-staff/syllabus-statement](http://drc.arizona.edu/faculty-staff/syllabus-statement).
17. Statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.
18. The date and time of the final exam or project, along with links to the Final Exam Regulations, [http://www.registrar.arizona.edu/schedule101/exams/examrules.htm](http://www.registrar.arizona.edu/schedule101/exams/examrules.htm), and Final Exam Schedule, [http://www.registrar.arizona.edu/schedules/finals.htm](http://www.registrar.arizona.edu/schedules/finals.htm).

Recommended:

19. Notification, if the instructor believes necessary, warning students that certain course content (to be specified) may be deemed offensive by some students;
20. Means by which online communication will be conducted (e.g., official UA email address, D2L);
21. For students who register after the first class meeting, a statement on whether missed assignments/quizzes may be made up and the deadline for doing so;
22. Acceptable time period for disputing a grade on a paper, project, or exam;
23. Notification that the course is available for Honors credit or contract, if appropriate, along with a brief explanation of the nature of the Honors assignments;
24. Policy regarding revision and resubmission of assigned papers with appropriate deadlines.

Recommended for Fully Online Courses, in addition to items above:

25. Criteria for grading discussions (e.g., Discussion boards—number of required posts, post quality, references, etc.);
26. Specify whether the course is structured with sections that open and close (indicate the timing), or the course is unstructured and all material is available throughout the term;
27. Location of specific assignments on the course site (e.g., self-evaluations in the Quiz section; supplemental readings placed in Content);
28. Notification of D2L (or other program) closures and policy related to D2L/program failure;
29. Any special training modules on D2L or other programs to be used (Note: instructor cannot assume D2L awareness or competency);
30. Online Courses require special sensitivity. Ask students to read and follow the rules of “netiquette.” Comments can seem harsher online than they sound in person. Use care with communication.