

UNDERGRADUATE COURSE SYLLABUS POLICY

Approved by the Faculty Senate, 1/25/16

The distribution of a course information sheet or syllabus is required for all University undergraduate courses¹. 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 an electronic copy, available to students, must be retained by the department office. **By policy, the following information must be provided:**

Required Items	Explanation
1. <i>Instructor(s) and contact information</i>	List names (including GTAs), office/room numbers, telephone numbers, email addresses
2. <i>Instructor's availability</i>	In-person courses: give office hours or explain the "open-door" policy; Online courses: clarify the instructor's response time to questions (e.g., 24 hours)
3. <i>Course objectives and expected learning outcomes</i>	List what the student will learn or accomplish in the course; state learning outcomes in measurable terms; relate learning outcomes to Major or Minor Program goals.
4. <i>Absence and class participation policies</i>	In-person courses: State the class absence policies, as well as UA policies on the following kinds of excused absences: <ul style="list-style-type: none"> • Absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, http://policy.arizona.edu/human-resources/religious-accommodation-policy. • Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored. Online courses: State the class participation policies—what constitutes participation and how that will be evaluated.
5. <i>Required texts or readings</i>	List both required and recommended texts and readings, and where to locate those readings.
6. <i>Required or special materials</i>	List special tools or supplies that are needed (e.g., zip disks, drafting tools).
7. <i>Required examinations and papers</i>	Specify the number of quizzes, examinations and papers.
8. <i>Required extracurricular activities</i>	Explain field trips, service learning activities, etc., with the expected time commitment.
9. <i>Final Examination or Project</i>	Identify the date and time of the final exam (or project due date), with links to the Final Exam Regulations, http://www.registrar.arizona.edu/schedule2154/exams/examrules.htm , and Final Exam Schedule, http://www.registrar.arizona.edu/schedules/finals.htm .
10. <i>Grading scale and grade policies</i>	Specify in detail the methods of evaluation, how those methods factor into the final grade, and the scale used to determine final grades. State how late assignments and extra credit opportunities, if any, will be handled.
11. <i>Classroom behavior policy</i>	Present policies to foster a positive learning environment, including use of cell phones, mobile devices, etc.
12. <i>Threatening behavior policy</i>	State the UA Threatening Behavior by Students Policy, which prohibits threats of physical harm to any member of the University community, http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students .

13. <i>Academic integrity policy</i>	State the Student Code of Academic Integrity that prohibits plagiarism, http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity .
14. <i>Nondiscrimination and anti-harassment policy</i>	State the University Policy 200E on prohibited behaviors, http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy .
15. <i>Accommodations for students with disabilities</i>	Include the statement for reasonable accommodations provided by the Disability Resources Center, http://drc.arizona.edu/instructors/syllabus-statement .
16. <i>Schedule of topics and activities</i>	Present the weekly/daily schedule, including assignment due dates and exam dates.
17. <i>Subject to Change Statement</i>	Include a 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.
Sample Syllabus Templates	Undergraduate Course Syllabus Template for in-person classes (separate attachment) – this template includes the required topics listed above, using the recommended language, along with recommended (but optional) topics that may be added if appropriate for an in-person course.
	Undergraduate Course Syllabus Template for hybrid and fully-online classes (TBA) – this template includes the required topics listed above, using the recommended language, along with recommended (but optional) topics that may be added for a hybrid or fully-online course.

¹**For co-convened 400/500-level classes**, the instructor may use a single syllabus for the jointly convened class or separate syllabi for the graduate and undergraduate offerings. If a single syllabus is used, it must meet the requirements of both the Undergraduate and Graduate Syllabus Policies and must clearly distinguish between graduate and undergraduate requirements and workload expectations.

Effective Term: Summer and Fall 2016 for all undergraduate courses