

Academic Affairs Manual (ACD)

ACD 304–10: Course Syllabus

Effective: 10/1/2006

Revised: 2/14/2025

Purpose

To provide students with course information

Source

Office of the Provost of the University

Applicability

Faculty and academic professionals

Graduate teaching assistants/associates

Employees engaged in teaching

Policy

The distribution of a course information sheet or syllabus is required for all university undergraduate courses and strongly recommended for graduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. It must be made available (hard copy or online) during the first week of classes, and a hard copy available to students must be kept in the academic unit office for a period of not less than one year from the date the course was offered. The following information, at minimum, should be included in the syllabus:

1. instructor’s name, office/room number, telephone number, and e-mail address
2. office hours and a statement indicating how to contact the faculty member for an appointment outside office hours
3. overall course objectives and expected learning outcomes
4. grade policies
5. absence policies and the conditions under which assigned work and/or tests can be made up, which should include:
 - a. the instructor’s general policy
 - b. excused absences related to religious observances/practices that are in accord with [ACD 304–04](#), “Accommodation for Religious Practices”
 - c. excused absences related to university sanctioned events/activities that are in accord with [ACD 304–02](#), “Missed Classes Due to University-Sanctioned Activities”
6. lists of any required readings, assignments, examinations, special materials and extracurricular activities
7. policy regarding expected classroom behavior (e.g., use of pagers, cell phones, recording devices)
8. policy requiring academic integrity and against plagiarism (see [Student Academic Integrity Policy](#))
9. policy against threatening behavior, per the *Student Services Manual*, [SSM 104–02](#), “Handling Disruptive, Threatening, or Violent Individuals on Campus”

10. notification, if appropriate, warning students that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor or, alternatively, to the unit chair or director and
11. a reminder to students when requesting accommodation for a disability that they must be registered with Student Accessibility and Inclusive Learning Services (SAILS) and submit appropriate documentation from SAILS.
12. policy on sexual discrimination as described in [ACD 401](#), "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination.
13. a warning to students that they must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

The instructor may want to state that the course content, including lectures, are copyrighted materials. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" for more information).

The instructor may want to place on each page (or online equivalent) of all instructional materials provided or made available to students the following statement: "THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED."

An optional statement may be included in the syllabus indicating that the information in the syllabus, other than grade and absence policies, may be subject to change with reasonable advance notice.

How Long Students Should Wait for an Absent Instructor: In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

Cross-References

1. [ACD 304-02](#), "Missed Classes Due to University-Sanctioned Activities"
2. [ACD 304-04](#), "Accommodation for Religious Practices"
3. [ACD 304-06](#), "Commercial Note Taking Services"
4. the *Student Services Manual*, [SSM 104-02](#), "Handling Disruptive, Threatening, or Violent Individuals on Campus" and
5. [SSM 701-01](#), "Disability Resources."