Non-Consent Agenda Item:
Approval to update the Undergraduate Course Syllabus Policy

Effective Term:
Summer and Fall 2016 for all undergraduate courses.


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:

<table>
<thead>
<tr>
<th>Required Items</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Instructor(s) and contact information</td>
<td>List names (including GTAs), office/room numbers, telephone numbers, email addresses</td>
</tr>
<tr>
<td>2. Instructor’s availability</td>
<td>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)</td>
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<tr>
<td>3. Course objectives and expected learning outcomes</td>
<td>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.</td>
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<tr>
<td>4. Absence and class participation policies</td>
<td>In-person courses: State the class absence policies, as well as UA policies on the following kinds of excused absences: • Absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <a href="http://policy.arizona.edu/human-resources/religious-accommodation-policy">http://policy.arizona.edu/human-resources/religious-accommodation-policy</a>. • 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.</td>
</tr>
<tr>
<td>5. Required texts or readings</td>
<td>List both required and recommended texts and readings, and where to locate those readings.</td>
</tr>
<tr>
<td>6. Required or special materials</td>
<td>List special tools or supplies that are needed (e.g., zip disks, drafting tools).</td>
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<tr>
<td>7. Required examinations and papers</td>
<td>Specify the number of quizzes, examinations and papers.</td>
</tr>
<tr>
<td>8. Required extracurricular activities</td>
<td>Explain field trips, service learning activities, etc., with the expected time commitment.</td>
</tr>
<tr>
<td>9. Final Examination or Project</td>
<td>Identify the date and time of the final exam (or project due date), with links to the Final Exam Regulations, <a href="http://www.registrar.arizona.edu/schedule2154/exams/examrules.htm">http://www.registrar.arizona.edu/schedule2154/exams/examrules.htm</a>, and Final Exam Schedule, <a href="http://www.registrar.arizona.edu/schedules/finals.htm">http://www.registrar.arizona.edu/schedules/finals.htm</a>.</td>
</tr>
<tr>
<td>10. Grading scale and grade policies</td>
<td>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.</td>
</tr>
<tr>
<td>11. Classroom behavior policy</td>
<td>Present policies to foster a positive learning environment, including use of cell phones, mobile devices, etc.</td>
</tr>
</tbody>
</table>
12. Threatening behavior policy
State the Arizona Board of Regents (ABOR) Student Code of Conduct Policy 5-308, that prohibits threats of physical harm to any member of the University community, http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

13. Academic integrity policy
State the Student Code of Academic Integrity that prohibits plagiarism, http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity.

14. Nondiscrimination and anti-harassment policy

15. Accommodations for students with disabilities
Include the statement for reasonable accommodations provided by the Disability Resources Center, http://drc.arizona.edu/instructors/syllabus-statement.

16. Schedule of topics and activities
Present the weekly/daily schedule, including assignment due dates and exam dates.

17. Subject to Change Statement
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.

¹For 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.

Rationale for the Change:
- 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 recognizes that some information is essential on a syllabus, while other items are recommended—depending on the course content and delivery.
- A table of required items (policy) provides the basics, while the recommended (optional) items are included in templates: one for in-person courses (separate attachment) and one for hybrid and fully-online courses (TBA). Instructors may customize the template as appropriate for their course.

Approvals:
Undergraduate Council: 11/10/15
Graduate Council: N/A
Academic Deans: 11/17/15
Administrative Review: 11/23/15
FS:
RECOMMENDED UG SYLLABUS TEMPLATE

In addition to the revisions to the UG Syllabus policy, the Undergraduate Council (with approval from Senate Executive Committee) offers faculty a recommended template which provides language that could be used if a faculty member so chooses.

SAMPLE UNDERGRADUATE COURSE SYLLABUS TEMPLATE
For In-Person Courses, 2015-16
Course Number, Title, Location and Times

**Description of Course (recommended, not required)**
Short and concise, giving enough detail to be useful

**Course Prerequisites or Co-requisites (recommended, not required)**
List all course prerequisites and any courses that must be taken simultaneously with this course.

**Instructor and Contact Information**
Instructor name, office location, telephone number, e-mail address
Office Hours/“Open Door Policy”
Teaching assistants (if applicable) and their contact information and office hours (if applicable) Web information including course homepage, instructor homepage, and D2L information

**Course Format and Teaching Methods (recommended, not required)**
Lecture only, lecture and lab combination, seminar, studio, small group activities or group projects, experiential or service learning, in-class discussion, web-delivered content or assessment, etc.

**Course Objectives and Expected Learning Outcomes**
What does the instructor/department expect the student to accomplish?
Relate objectives and outcomes to Catalog description and class topics
State intended learning outcomes in measurable terms
Courses included in a major or minor should link course learning outcomes to undergraduate program assessments listed for the program (see http://assessment.arizona.edu/academic_degree_programs)

**Absence and Class Participation Policy**
Required language: The UA’s policy concerning Class Attendance, Participation, and Administrative Drops is available at: http://catalog.arizona.edu/2015-16/policies/classatten.htm
The UA policy regarding 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 Designee) will be honored. See: http://uhap.web.arizona.edu/policy/appointed-personnel/7.04.02

Recommended language: Participating in course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. If you must miss class due to illness or emergency, you are required to bring documentation from their healthcare provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.

**Makeup Policy for Students who Register Late** – after the first class meeting (recommended, not required)
Statement on whether missed assignments/ quizzes may be made up and the deadline for doing so.

**Course Communications** (recommended, not required)
Means by which online communication will be conducted (e.g., official UA email address, D2L)

**Required Texts or Readings**
List both required and recommended texts, books, articles, etc.; delineate required versus optional. Availability: Purchased, library reserve or class handouts and D2L

**Required or Special Materials**
Special tools or supplies needed: graphing calculator, zip disks, drafting tools, etc.

**Required Extracurricular Activities (if any)**
Explain field trips, service learning projects, etc., with the expected time commitment.

**Assignments and Examinations: Schedule/Due Dates**
Number of required papers and assignments with description Number of quizzes and exams.

**Recommended, not Required:** Policy on revision and resubmission of assigned papers, with appropriate deadlines.

**Final Examination or Project**
The date and time of the final exam or project. Provide links to the Final Exam Regulations: http://www.registrar.arizona.edu/schedule101/exams/examrules.htm and Final Exam Schedule: http://www.registrar.arizona.edu/schedules/finals.htm
Grading Scale and Policies
Specify the grade distribution for the course. University policy regarding grades and grading systems is available at: http://catalog.arizona.edu/2015-16/policies/grade.htm

Provide a detailed explanation of the methods of evaluation and how the final grade will be calculated, including: components /assignments, weightings, evaluation criteria, an explanation of how late work will be graded, and a description of extra credit opportunities.
If the course is a 400/500: include a grading scale as per above that is specific to graduate students. Also, include a description of how the experiences of undergraduate and graduate students will be differentiated in addition to information on how this requirement/experience figures in the grading scheme.

Requests for incompletes (I) and withdrawal (W) must be made in accordance with University policies which are available at http://catalog.arizona.edu/2015-16/policies/grade.htm#I and http://catalog.arizona.edu/2015-16/policies/grade.htm#W respectively.

Dispute of Grade Policy (recommended, not required): Provide the acceptable time period for disputing a grade on a paper, project, or exam.

Honors Credit (recommended, not required)
Students wishing to contract this course for Honors Credit should email me to set up an appointment to discuss the terms of the contact and to sign the Honors Course Contract Request Form. The form is available at http://www.honors.arizona.edu/documents/students/ContractRequestFrom.pdf

Scheduled Topics/Activities
List topics in logical units in a weekly/daily schedule, including assignment due dates and exam dates

Bibliography (recommended, not required)
Current research and/or writings, along with access and availability

Classroom Behavior Policy
Recommended language: To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (i.e. texting, chatting, reading a newspaper, making phone calls, web surfing, etc).

Additional recommendations depending on instructor preferences:
Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will
be asked to cease this behavior. Students who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

OR
Some learning styles are best served by using personal electronics, such as laptops and iPads. These devices can be distracting to some learners. Therefore, people who prefer to use electronic devices for note-taking during lecture should use one side of the classroom.

OR
The use of personal electronics such as laptops, iPads and other such mobile devices is distracting to the other students and the instructor. Their use can degrade the learning environment. Therefore, students are not permitted to use these devices during the class period.

**Threatening Behavior Policy**
Required language: The Arizona Board of Regents’ Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one’s self. See: http://policy.arizona.edu/threatening-behavior-students.

**Notification of Objectionable Materials (recommended not required)**
Recommended language: This course will contain material of a mature nature, which may include explicit language, depictions of nudity, sexual situations, and/or violence. The instructor will provide advance notice when such materials will be used. Students are are not automatically excused from interacting with such materials, but they are encouraged to speak with the instructor to voice concerns and to provide feedback.

**Accessibility and Accommodations**
Required language: Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Resources (520- 621-3268) to establish reasonable accommodations. For additional information on Disability Resources and reasonable accommodations, please visit http://drc.arizona.edu/.
If you have reasonable accommodations, please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate. Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

**Code of Academic Integrity**
Required language: Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as
described in the UA General Catalog. See:
http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity.
Recommended language: The University Libraries have some excellent tips for
avoiding plagiarism available at:
Recommended language: Selling class notes and/or other course materials to other
students or to a third party for resale is not permitted without the instructor’s express
written consent. Violations to this and other course rules are subject to the Code of
Academic Integrity and may result in course sanctions. Additionally, students who
use D2L or UA email to sell or buy these copyrighted materials are subject to Code of
Conduct Violations for misuse of student email addresses. This conduct may also
constitute copyright infringement.

UA Non-discrimination and Anti-harassment Policy
Required: http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-
harassment-policy
Recommended language: Our classroom is a place where everyone is encouraged to
express well-formed opinions and their reasons for those opinions. We also want to
create a tolerant and open environment where such opinions can be expressed
without resorting to bullying or discrimination of others.

Additional Resources for Students (recommended links)
UA Academic policies and procedures are available at:
http://catalog.arizona.edu/2015-16/policies/aaindex.html
Student Assistance and Advocacy information is available at:
http://deanofstudents.arizona.edu/student-assistance/students/student-assistance

Confidentiality of Student Records (recommended, not required)
http://www.registrar.arizona.edu/ferpa/default.htm

Subject to Change Statement
Required language: Information contained in the course syllabus, other than the
grade and absence policy, may be subject to change with advance notice, as deemed
appropriate by the instructor.