

Policy Revision

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|---|--|--------------------|---|
| Policy Title | Course Syllabus Policy: Graduate | | |
| Policy URL | https://policy.arizona.edu/faculty-affairs/course-syllabus-policy-graduate | | |
| Suggested updates | <ul style="list-style-type: none"> -Require instructors to distribute the syllabus/contract on the first day of the class. -Add definition for an individualized learning contract. -Require instructors to list the schedule of topics/activities and a statement on university policies (previously recommended). -Add information about the limitation of responsibilities for GTAs in graduate courses. -Organize required elements of syllabus in appropriate categories for better flow. -Relocate policy from policy.arizona.edu to catalog.arizona.edu | | |
| Rationale for updates | <ul style="list-style-type: none"> -Students should have a comprehensive idea of what to expect at the beginning of the class, in time to make informed choices about whether to stay enrolled or drop the course without penalty. -Not all courses require a syllabus; defining a contract will address individual study courses. -Policy is more appropriately listed in the university catalog with other academic policies than at policy.arizona.edu with HR-related policies. | | |
| Contact Person for Questions | Judd Ruggill | | |
| Responsible Unit | Graduate College | URL | https://grad.arizona.edu/ |
| Career Applicability | <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> Medicine <input type="checkbox"/> Pharmacy <input type="checkbox"/> Veterinary Medicine | | |
| Approvals Granted <i>(for council use only)</i> | Graduate Council | Scheduled: 4/10/26 | Status: Approved 4/10/26 |
| | Graduate CAAC | Scheduled: 4/14/26 | Status: Approved 4/14/26 |
| | Faculty Senate Executive Committee | Scheduled: 4/20/26 | Status: N/A; action taken at full senate |
| | Faculty Senate | Scheduled: 5/4/26 | Status: |
| | Provost | Scheduled: | Status: |

Policy Revision Side by Side

Additions in Green – Deletions in Yellow

Existing Policy

The following elements are minimally required in a syllabus for a Graduate Level class:

1. The name, title, availability, and contact information of the primary instructor(s) and other members of the instructional team.
2. A description of the course content, goals, and objectives.
3. A clear and precise description of the workload expectations and course requirements for the class.
4. A description of the grading scale and how student work will be evaluated.
5. A statement of any special policies for this specific class as determined by the instructor (e.g., attendance, participation, limitations on the use of electronic devices, details regarding academic integrity, etc.).
6. A statement on reasonable accommodations provided by the Disability Resource Center, drc.arizona.edu/instructors/syllabus-statement.
7. A statement that the work and course requirements are subject to change at the discretion of the instructor with proper notice to the students.

The following elements are recommended but not required for a syllabus for a Graduate Level class:

1. A list or schedule of topics or readings, if appropriate.
2. A list of links to resources for students
3. A list of links to University policies and student rights, responsibilities and accommodations.

Proposed Edit

Graduate Course Syllabus

The distribution of course information is required for all University graduate courses on the first day of the class.

Syllabus

A statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. This information must be posted to the course learning management page. An electronic copy must be retained by the offering department.

See grad.arizona.edu/policies/academic-policies/resource-links-and-best-practices-graduate-syllabi for useful links and information on the best practices on constructing effective syllabi.

For co-convened 400/500-level classes, the instructor may use a single syllabus for the jointly-convened class which must meet the requirements of both the Undergraduate and Graduate Syllabus Policies and must clearly distinguish between graduate and undergraduate requirements and workload expectations.

The following elements are minimally required in a syllabus for a graduate level class; the syllabus is not limited to these required and recommended components:

- Instructor Information – include the following for the primary instructor(s) and other members of the instructional team.
Note: Graduate students may not be the instructor of record for graduate courses; Graduate Teaching Assistants for graduate courses are restricted to non-subjective grading, lab setup, website maintenance and general advising. See the [Graduate College website](#) for more detail.

| Existing Policy | Proposed Edit |
|---|---|
| <p>The syllabus is not limited to these required and recommended components.</p> <p>See grad.arizona.edu/policies/academic-policies/resource-links-and-best-practices-graduate-syllabi for useful links and information on the best practices on constructing effective syllabi.</p> <p>Note: In classes that are co-convened with undergraduate classes (400/500-level classes), the instructor may either have 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.</p> <p>Effective Term: Summer and Fall 2016 for all graduate courses</p> | <ul style="list-style-type: none"> ○ Name(s) ○ Title(s) ○ Office number(s) ○ Email address(es) and/or phone number(s) ○ Availability (i.e., office hours, open-door policy, response time to questions) ● Course Information <ul style="list-style-type: none"> ○ Course Objectives - what will be covered in the course. This must align with the approved Course Catalog description. ○ Expected Learning Outcomes - what the student should learn or be able to do upon completing the course. Learning outcomes should be stated in measurable terms and should be aligned with the learning outcomes for the program. ○ Grading scale and grade policies - specify in detail the methods of evaluation, how these methods factor into the final grade, and the scale used to determine final grades (as defined in the course catalog). State how late assignments and extra credit opportunities, if any, will be handled. ● Class Participation Policies & Expectations <ul style="list-style-type: none"> ○ A clear and precise description of the workload expectations and course requirements for the class. ○ A statement of any special policies for this specific class as determined by the instructor (e.g., attendance, participation, limitations on the use of electronic devices, details regarding academic integrity, etc.). ● Schedule of Topics and Activities |

Existing Policy

Proposed Edit

- Present the weekly/daily schedule, including assignment due dates and exam dates.

- University Policies

- List the following statement:
All students must familiarize themselves with the policies and resources at the following link:
<https://catalog.arizona.edu/syllabus-policies>

Or, list individual policies or policy links directly on syllabus:

- [Threatening Behavior by Students Policy](#), which prohibits threats of physical harm to any member of the University community.
- [Student Code of Academic Integrity](#) that prohibits plagiarism.
- [Nondiscrimination and Anti-Harassment Policy](#) on prohibited behaviors.
- [Disability Syllabus Statement](#) provided by the Disability Resources Center.
- [Religious Accommodation Policy](#); absences for any sincerely held religious belief, observance, or practice will be accommodated where reasonable.
- Absences pre-approved by the University Dean of Students (or dean's designee) will be honored.

- 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.

| Existing Policy | Proposed Edit |
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| | <p data-bbox="1066 186 1543 224">Individualized Learning Contract</p> <p data-bbox="1066 263 1957 474">For courses where the standard syllabus format does not adequately capture individualized learning experiences—such as thesis, dissertation, and directed research—an Individualized Learning Contract may be utilized. This agreement between the student and instructor must address:</p> <ul data-bbox="1163 511 1995 917" style="list-style-type: none"><li data-bbox="1163 511 1995 548">• Learning outcomes aligned with the course catalog description<li data-bbox="1163 581 1816 662">• Expected activities (e.g., reading, lab work), time commitment, and total units of credit<li data-bbox="1163 695 1743 732">• Meetings and communication expectations<li data-bbox="1163 764 1675 802">• Work products and evaluation criteria<li data-bbox="1163 834 1953 917">• Applicable University syllabus policies (at the following link: https://catalog.arizona.edu/syllabus-policies) <p data-bbox="1066 1019 1953 1091">The contract must be delivered to the student by email or hard copy and retained by the department.</p> |