

THE UNIVERSITY OF ARIZONA®

Arizona's First University.

Undergraduate Course Syllabus Policy

Approved by: Faculty Senate - May 2, 2005

Effective date: Summer 2005

Contact: Office of Curriculum and Registration

The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and students. [Note: Item #15 gives instructors leeway to make certain changes.] 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 name, office/room number, telephone number, and email address;
2. Office hours or a statement of an "open-door" policy;
3. Overall course objectives and expected learning outcomes;
4. Grade policies;
5. Absence policies; in addition to the instructor's own absence policies, a statement should be included regarding the following kinds of excused absences:
 - o All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion,
 - o Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored.
6. List of required texts;
7. Number of required examinations and papers;
8. Policies regarding expected classroom behavior (e.g., use of pagers/cell phones);
9. Policies against plagiarism, etc., within Student Code of Academic Integrity:
<http://dos.web.arizona.edu/uapolicies>
10. Policies against threatening behavior by students:
<http://policy.web.arizona.edu/~policy/threaten.shtml>.
11. Required extracurricular activities, if any;
12. Special materials required for the class, if any;
13. Notification, if the instructor believes necessary, warning students that some course content may be deemed offensive by some students;
14. Reminder to students who are registered with the Disability Resource Center that they must submit appropriate documentation to the instructor if they are requesting reasonable accommodations: <http://drc.arizona.edu/teach/syllabus-statement.html> .
15. A statement is permissible 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.

NOTE: This policy replaces the [Interim Course Syllabus Policy](#), dated 3/29/1999.