
Syllabus Policy

The University of North Carolina at Greensboro



Purpose

Course syllabi help faculty organize class information and communicate the instructor's plan for conducting the course. A course syllabus helps clarify course goals and objectives, assessment and evaluation standards, grading policies, and student responsibilities associated with the course. Course syllabi aid students as guides to student learning outcomes and course expectations.

Scope

This policy applies to all instructors of record, who must either prepare or approve syllabi for all courses, except for practicum, independent study, dissertation, and thesis courses.¹

Policy

A paper or electronic syllabus for each course section, regardless of delivery method, must be distributed to students on or before the first day of class. For asynchronous courses, the day classes begin as designated on the academic calendar is considered the first day of class for the purposes of this policy.

The following items are required, and they must appear on the syllabus itself:

- Course Title
- Course Subject Code, Course Number, Section Number
- Term
- Time & Location (if online, indicate sync or async)
- Instructor's Name & Contact Information
- Office Hours²

The following items are also required, but they may either appear on the syllabus itself or be accessible via links/URLs on the syllabus:

- Course Description
- Student Learning Outcomes
- Assignments and Assessments³
- Grading Policy (e.g., the midterm exam is worth 30% of the final grade, and so on)
- Grading Scale (e.g., 94% - 100% corresponds to an A, and so on)⁴
- Academic Integrity Policy⁵
- Accommodations/ADA Statement⁶

¹ Different sections of the same course may use identical or nearly identical syllabi.

² Office Hours do not need to be fixed at the beginning of the semester. For instance, faculty may poll their students as to the most convenient time to hold office hours and announce the results a week into the semester. But in cases like this, information about when and where the office hours will be announced should be provided to students on the syllabus on or before the first day of class.

³ Not all assignments and assessments need to be ready at the beginning of the semester, but, at minimum, information about the broad *types* of assignments and assessments should be provided to students, either on the syllabus or via links, on or before the first day of class.

⁴ UNCG does not have a required grading scale. Some units have their own recommended or required grading scales, but there is nothing of that sort for the university as a whole.

⁵ This policy is already required on all syllabi. It should read as follows:

By submitting an assignment, each student is acknowledging their understanding and commitment to the Academic Integrity Policy on all major work for the course. Refer to the following URL: <https://osrr.uncg.edu/academic-integrity/>.

⁶ This policy is already required on all syllabi. It should read as follows:

- Religious Obligations Statement⁷
- Attendance Policy for University Sponsored Events⁸

The following items are strongly recommended:

- Prerequisites and Corequisites
- Course Credit Hours and Total Contact Hours
- Policy on Late or Missed Assignments, Exams, and Other Coursework
- Elasticity Statement (e.g., due dates are subject to change, students will be notified via email, and so on)
- Attendance Policy
- Course Schedule (e.g., Week #1: reading assignment A, and so on)

A syllabus template will be made available on the Provost's website. Faculty are encouraged to use it.

Departments and Programs should continue to keep copies of all syllabi.

UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must connect with the Office of Accessibility Resources and Services (OARS) in 215 Elliott University Center, (336)334-5440, oars.uncg.edu.

⁷ This policy is already required on all syllabi. It should read as follows:

It is expected that instructors will make reasonable accommodations for students who have conflicts due to religious obligations. Please make arrangements with the instructor in advance of any conflict. For more information on UNCG's Religious Obligations policy, visit: https://drive.google.com/file/d/0B3_J3Uix1B4UeTV4Nk1vVFJoVFE/view?resourcekey=0-zRdXEmUA6rRl2RzKqo6u3g

⁸ This policy is already required on all syllabi. It should read as follows:

Regular class attendance is a responsibility and a privilege of university education. It is fundamental to the orderly acquisition of knowledge. Students should recognize the advantages of regular class attendance, accept it as a personal responsibility, and apprise themselves of the consequences of poor attendance. Instructors should stress the importance of these responsibilities to students, set appropriate class attendance policies for their classes, and inform students of their requirements in syllabi and orally at the beginning of each term.