

School of Natural Sciences and Mathematics

COURSE SYLLABUS POLICY

During the first week of classes each semester, students enrolled in any undergraduate course should receive a written syllabus outlining specific aspects of the course. The syllabus may also be placed on-line for students. As a minimum, the syllabus should contain the following:

1. Course number and name
2. Name of instructor(s)
3. Office hours of instructor(s)
4. Instructor's office location, telephone number, and e-mail address
5. Course meeting times and location(s)
6. Course description and objectives
7. Dates of major evaluations, including examinations, papers, formal presentations, and similar activities; last date for withdrawal from course
8. Grading policy, including weights given to each graded component and grading scale for final grade
9. Schedule of topics covered and other class-related activities, preferably on weekly basis for the entire semester
10. List of texts and other required or suggested reading materials
11. Other course policies, e.g., attendance, make-up exams
12. Website for course, if available

To the greatest extent possible, instructors are expected to adhere to the syllabus. Any substantive changes affecting grading, examination, or assessment policy must be clearly communicated in writing to students with reasonable advance notice. Email may be used as form of written communication.

A reference to University, school, or departmental policies affecting course (e.g., grade appeal, student misconduct, etc.) may be included and should be made available to students upon request.

Note that all courses that are double listed for undergraduate and graduate credit require progressively more advanced academic content for enrolled graduate students. This differentiation must be reflected in the course syllabus.

Copies of syllabi should be provided to department offices and retained there for a period of at least two years following completion of the course. In addition, each department should develop a link on their departmental home website to access all syllabi for a given semester.