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## UNIVERSITY OF WYOMING REGULATIONS

**Subject: Course Syllabus Requirement**  
**Number: UW Regulation 6-809 (2-XX)**

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**I. PURPOSE.** To establish guidelines for the development and distribution of course syllabi.

### II. DEFINITIONS

**Syllabus:** A schedule of class topics and activities that also includes policies related to the administration of the course.

### III. REQUIREMENTS

- A.** The instructor of a course shall provide a copy of the course syllabus to students at the beginning of the semester, which shall be distributed hard copy or via the University's learning management system or an equivalent electronic system. The instructor will post an outline syllabus publicly as early as is practicable, preferably not later than two ~~(2)~~ weeks prior to the commencement of the term.
- B.** The contents of a syllabus must include, at a minimum, the following information:
1. The instructor's contact information.
  2. For site-based in-person courses, the instructor's office hours or open-door availability; for online courses, the instructor's response time and availability for virtual office hours. Faculty are expected to have a minimum of three ~~(3)~~ hours spread over two ~~(2)~~ days of the week of out-of-class availability to students each week.
  3. The course prefix, number, title, credit hours, and semester.
  4. Course prerequisites, co-requisites or statement on enrollment restrictions.
  5. A description of the course, including its purpose, content, and goals.
  6. Meeting times and/or schedule of the course.

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- 42           7.     The general requirements and expectations for the course.  
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44           8.     Student learning outcomes for the course. Student learning outcomes in  
45           different sections of the same course should not differ significantly. The  
46           learning outcomes related to University Studies Program objectives should  
47           be included, if applicable.  
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49           9.     Required texts, readings, and special tools or materials.  
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51           10.    Required examinations, assignments, activities, and projects.  
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53           11.    Required participation outside of class meetings, including field trips,  
54           service learning, and other activities or expectations, including time  
55           commitments.  
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57           12.    Final examination or final project date, as set by the Office of the  
58           Registrar.  
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60           13.    Grading scale and grading policies, including the methods of evaluation,  
61           how those methods factor into the final grade, the scale used to determine  
62           final grades, and how late assignments will be handled.  
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64           14.    Attendance and absence policies. For in-person courses, state the class  
65           absence policies, as well as University policies on excused absences. For  
66           online courses, state the class participation policies, what constitutes  
67           participation and how that will be evaluated.  
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69           15.    Classroom behavior policy, including a statement of policies to foster a  
70           positive learning environment, including use of cell phones, mobile  
71           devices, etc.  
72  
73           16.    Academic dishonesty policies, with a statement or a reference to UW  
74           Regulation [6-802] (Procedures and Authorized University Actions in  
75           Cases of Student Academic Dishonesty).  
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77           17.    A statement referring to reasonable accommodations provided by  
78           University Disability Support Services.  
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80           18.    A statement referring to duty to report status of instructional personnel  
81           under Title IX.

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- 82                   **19.**    A statement indicating that the information contained in the course  
83                   syllabus, other than the grade and absence policies, may be subject to  
84                   change with reasonable advance notice, as deemed appropriate by the  
85                   instructor. Substantive changes made to the syllabus by the instructor  
86                   during the semester shall be communicated in the learning management  
87                   system, other electronic means, or in class to the students with reasonable  
88                   notice.  
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- 90                   ~~C.~~    ~~The instructor may include additional elements in the syllabus at the instructor's~~  
91                   ~~discretion.~~  
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- 93                   **D.C.**    Individual colleges and departments may develop additional guidelines for course  
94                   syllabi and office hour expectations that exceed the minima outlined in this  
95                   Regulation.  
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- 97                   **E.D.**    An instructor's failure to comply with this Regulation does not relieve a student  
98                   from the responsibility to meet the academic requirements of the course as  
99                   determined by the instructor.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

**History:**

Faculty Senate Bill 312, April 28, 2008; adopted September 12, 2008, Board of Trustees meeting