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

II. **GENERAL INFORMATION.** A syllabus makes clear the expectations and requirements the parties are expected to fulfill.

III. **GUIDELINES**

   A. The instructor of a course shall provide a copy of the course syllabus to the students at the beginning of the semester.

   B. The syllabus may be distributed via hard copy or by electronic means.

   C. The contents of a syllabus are flexible, but shall include the following:
      
      i. A description of the course, including its purpose, content, and goals;
      
      ii. Meeting times and/or schedule of the course;
      
      iii. The general requirements and expectations for the course;
      
      iv. The instructor’s contact information and office hours;
      
      v. Academic dishonesty policies, with a statement or a reference to UW Regulation 6-802 “Procedures and Authorized University Actions in Cases of Student Academic Dishonesty”;
      
      vi. Grading and attendance policies;
      
      vii. A list of required materials, including texts, etc;
      
      viii. A statement or a reference to the University Disability Support Services website, which may be found at http://uwadmnweb.uwyo.edu/udss/facultyandstaff/tipsforteaching.asp;
      
      ix. If a USP course, include what requirement(s) it fulfills.

   D. Substantive changes made to the syllabus by the instructor during the semester shall be communicated in writing to the students.

   E. Individual colleges and departments may develop additional guidelines for course syllabi.

   F. An instructor’s failure to comply with this regulation does not relieve a student from the responsibility to meet the academic requirements of the course as determined by the instructor.

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