



# Standard Administrative Policy and Procedure

**Subject:** Course Syllabus Requirements

**Number:**

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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. 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.
  - 7. The general requirements and expectations for the course.

8. Student learning outcomes for the course. Student learning outcomes in different sections of the same course should not differ significantly. The learning outcomes related to University Studies Program objectives should be included, if applicable.
9. Required texts, readings, and special tools or materials.
10. Required examinations, assignments, activities, and projects.
11. Required participation outside of class meetings, including field trips, service learning, and other activities or expectations, including time commitments.
12. Final examination or final project date, as set by the Office of the Registrar.
13. Grading scale and grading policies, including the methods of evaluation, how those methods factor into the final grade, the scale used to determine final grades, and how late assignments will be handled.
14. Attendance and absence policies. For in-person courses, state the class absence policies, as well as University policies on excused absences. For online courses, state the class participation policies, what constitutes participation and how that will be evaluated.
15. Classroom behavior policy, including a statement of policies to foster a positive learning environment, including use of cell phones, mobile devices, etc.
16. Classroom statement on diversity. The University of Wyoming values an educational environment that is diverse, equitable, and inclusive. The diversity that students and faculty bring to class, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status, linguistic, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other social and cultural diversity is valued, respected, and considered a resource for learning.
17. A statement referring to reasonable accommodations provided by University Disability Support Services.
18. Academic dishonesty policies, with a statement or a reference to UW Regulation 2-114 (Procedures and Authorized University Actions in Cases of Student Academic Dishonesty).
19. A statement referring to duty to report status of instructional personnel under Title IX.

20. A statement 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. Substantive changes made to the syllabus by the instructor during the semester shall be communicated in the learning management system, other electronic means, or in class to the students with reasonable notice.
- C. Individual colleges and departments may develop additional guidelines for course syllabi and office hour expectations that exceed the minima outlined in this Policy.
- D. An instructor's failure to comply with this Policy does not relieve a student from the responsibility to meet the academic requirements of the course as determined by the instructor.

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

**Source:** UW Regulation 2-117

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**Approved:** 1/26/2023