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| <b>SUBJECT:</b><br><br>Course Syllabi | <b>Effective Date:</b><br><br>7-13-05                                 | <b>Policy Number:</b><br><br>4-403                |
|                                       | <b>Supersedes:</b>  | <b>Page</b> <b>Of</b><br>1                      2 |
|                                       | <b>Responsible Authority:</b><br>Provost and Executive Vice President |   |

#### APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all University of Central Florida instructors of record.

#### POLICY STATEMENT:

Syllabi inform students about what is expected of them to meet course requirements and must be disseminated to students in **all** courses in an appropriate written form e.g., hard copy or Web version. Syllabi may be among the materials used to evaluate a faculty member's teaching effectiveness. In addition, the Southern Association of Colleges and Schools *Criteria for Accreditation* require that a syllabus be placed on file in the department for each course taught and that *(s)tudents must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.*

#### PROCEDURES:

Regardless of course type--e.g., traditional, media-enhanced, or Web syllabi are required to include:

- course title and number
- credit hours
- name(s) of instructor(s)
- office location
- office or Web hours
- course goals
- course description
- course requirements
- methods of evaluation; grading system, including plus and minus grade policy
- makeup exam policy
- required and optional texts
- final exam date and time
- other required course materials

Suggested additional information to consider for course syllabi:

- course prerequisites
- name(s) of teaching assistant(s)
- e-mail address(es)
- course outline
- important academic dates and deadlines such as add-drop, withdrawal
- mode of instruction such as lecture, discussion
- various UCF policies such as religious holidays, attendance, academic honesty
- student disability statement
- ethics statement

Colleges and departments may have additional syllabi requirements.

INITIATING AUTHORITY: Provost and Executive Vice President

| POLICY APPROVAL<br>(For use by the Office of the President)           |                            |
|---|----------------------------|
| Policy Number: 4-505  |                            |
| Initiating Authority: <u>[Signature]</u>                              | Date: <u>7/26/05</u>       |
| Policies and Procedures<br>Review Committee Chair: <u>Beth Barnes</u> | Date: <u>July 25, 2005</u> |
| President or Designee: <u>[Signature]</u>                             | Date: <u>7/29/05</u>       |