



UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**

<b>SUBJECT:</b>	<b>Effective Date:</b>	<b>Policy Number:</b>	
Required Elements of the Course Syllabus	2/16/2018	4-403.1	
	Supersedes:	Page	Of
	4-403	1	5
	<b>Responsible Authority:</b> Provost and Executive Vice President		

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all University of Central Florida instructors of record.

**BACKGROUND**

An effective syllabus provides an overview of the purpose of a course, outlines course requirements, and defines expectations for student performance. Faculty members are responsible for developing course content and selecting pedagogical approaches for their courses. Leveraging this policy to develop them will provide a consistent approach for presenting essential information that supports learning and ensures that UCF is in compliance with the standards set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting bodies.

**POLICY STATEMENT**

All UCF instructors must provide their students with a syllabus for every course that appears on a students' transcripts and must submit a copy to their departments no later than the second week of the semester in which the course is taught. Faculty members teaching in all modalities **must also post their syllabi within Webcourses** in addition to using any other means they choose to distribute them.

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Departments must retain copies of syllabi for a minimum of five years. Further, departments are encouraged to hold regular discussions with all instructional personnel about policies relevant to their student populations to promote consistent communication of expectations to students and to support student and faculty success.

Each syllabus must include the following sections (additional details below):

1. Information from the official Schedule of Classes
2. Instructor and GTA contact information
3. Explicit, public description of the course
4. Intended student learning outcomes
5. Course calendar that includes the sequence of course activity
6. Assessment and grading procedures
7. Course materials and resources
8. Required core policy statements

## **GENERAL POLICY**

### **REQUIRED SYLLABUS CONTENT**

#### **1. Information from the official Schedule of Classes**

Each syllabus must include information that links the course to the official UCF Schedule of Classes in order to differentiate university course offerings and ensure that students attend the classes in which they enrolled. This includes:

- Course number, section, and name
- Semester and year
- Prerequisites, co-requisites, and any other enrollment requirements
- Meeting dates, times, and place(s) and/or description of course modality

#### **2. Instructor and/or GTA contact information**

- Name(s) of instructor(s) and Graduate Teaching Assistant(s) (GTA)
- UCF email addresses or Webcourses messaging
- Office, department location, and phone number
- Times and locations for in-person and/or virtual office hours

Note: Only include GTA email address if GTA acknowledges and allows (FERPA); otherwise, include webcourse contact or faculty email address.

### 3. Explicit, public description of the course

- Information published in Undergraduate Catalog or Graduate Catalog
- Overview of the scope and purpose of the course

### 4. Student learning outcomes

All course syllabi must articulate student learning outcomes that:

- are consistent with the scope and purpose of the course.
- tie as clearly as possible to course assignments and activities.
- reference or link with specific program, department, college, and/or accreditation standards.

### 5. Sequence of course activity

- Due dates for major assignments and exams/assessments
- Method(s) for submitting assignments
- Date and format of final exam

Note: In order to promote student success, faculty members are encouraged to post at least one major course grade prior to the course withdrawal deadline.

### 6. Assessment and grading procedures

- Explanation of the grading scheme, weight of course assignments, projects, exams/quizzes, participation, and other components proportional to the overall grade for the class
- Make-up exam and assignment policies and procedures, including those regarding participation in university activities and religious holidays (See UCF Policy 4.401.1 and Regulation 5.020.)
- To ensure students have prompt feedback, and knowledge of their progress, faculty members **must** record all grades in Webcourses, and follow student data classification and security standards as addressed in UCF Policies 4.007.1 and 4.008.1 when distributing any grade-related information

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### 7. Course Materials and Resources

- Required and optional texts and other resources

- Specific information about items such as classroom response systems, online tools, and other items that are required or recommended
- Clear explanations of where and how students may access materials and resources provided by the university to all students Ex: UCF Apps

## 8. Core policy statements

Syllabi should include clear policies regarding each of the following topics. Essential policies and faculty resources are available in Webcourses. The Syllabus Information page can be accessed from the Division of Teaching and Learning website.

see: <http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/statements.php>

- Academic integrity statement including definition(s) of and consequences for academic misconduct
- Statement directing students needing accommodations to work with faculty and with Student Accessibility Services to ensure equal access to educational activities
- Statement regarding emergency procedures and campus safety, encouraging students to be aware of their surroundings and familiar with actions to take in various types of emergencies
- Statement regarding accommodations for active duty military students

Academic Integrity Statement

Course Accessibility Statement

Campus Safety Statement

Deployed Active Duty Military Students Statement

## COURSE CONTRACTS

For special courses, such as independent study, directed research, thesis or dissertation hours, the course instructor may elect to use a learning contract in lieu of a syllabus. If an instructor chooses this option, a written agreement that outlines the conditions, course requirements, and expectations **must** be created and signed by both the student and the faculty member by the second week of the semester in which the course is taught. The agreement must be retained by the department or program for a minimum of five years.

A course contract must include the name of the student, the name and number of the course, the semester offered, course learning outcomes, a list of assignments or activities to be completed during the semester, and the due dates for each assignment. For courses taken for a grade, the contract must clearly articulate what must be accomplished to obtain specific grades. For pass/fail courses, the contract must articulate what must be completed to earn a passing grade.

## CHANGES IN COURSE ELEMENTS

Faculty members must sometimes make changes to course elements such as schedules or assignment details in response to student needs as well as external events (e.g., severe weather or public health emergencies). Except for extreme circumstances, this policy discourages substantial changes to a class syllabus after distribution. Instructors of record **should** consult with their department chair, school director, or program coordinator before instituting any **significant** changes to the core elements of a course syllabus so that the

process can be appropriately documented, thereby mitigating the risk of student complaints or grade appeals.

### INITIATING AUTHORITY

Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>4-403.1</u>	
Initiating Authority: <u></u>	Date: <u>2/15/18</u>
University Policies and Procedures Committee Chair: <u></u>	Date: <u>2/8/2018</u>
President or Designee: <u></u>	Date: <u>2/16/18</u>