

<p>Title: Syllabus Requirements</p> <p>Category: Instruction and Course Work</p>	<p>Policy No: 2.2</p> <p>Effective: Fall 2001</p> <p>Effective with revisions Fall 2012</p>
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Policy Statement: Syllabi will be prepared for all courses and filed with the department chairperson/school director and/or the college dean. Syllabi will be distributed to students during the first class session. The following minimum elements will be included in each syllabus:

1. Name of course and pre-requisites
2. Instructor's name and title (professional/educational background, credentials to teach the course, special interest in course subject - optional)
3. Office hours, phone numbers (office, fax, and home-optional), and UCO e-mail address
4. Textbook information
5. Course objectives/description/competencies
6. The transformative learning tenets (Central Six) utilized in the course. List and describe how this course incorporates any areas of transformative learning (e.g., through course objectives, course assignments, course content. It is understood that all six tenets will be rarely covered within one course.)
7. Course requirements
8. Resources, references, and supplies
9. Course calendar/outline including date of final exam
10. Instructional process or delivery
11. Grading, evaluation, and policy for missed exams and late assignments
12. Attendance requirements
13. Additional (imperative) information for your class
14. Link to Student Information Sheet/Syllabus Attachment located on the Office of Academic Affairs website: <http://www.uco.edu/academic-affairs/faculty-staff/syllabus.asp> . Attachment includes the ADA special accommodations statement and other relevant information.

Background: The syllabus represents an important communication link between faculty and students.

Purpose: Provide a record of the instructional plan for the class and to communicate to students specific information about the course as facilitated by a specific faculty member.

Implementation Date: Fall semester 2001

Coordinating Offices: Department Chairs/School Directors, Deans

Academic Affairs Point-of-Contact: Vice Provost/Associate Vice President for Academic Affairs

Policy approved by the Vice President for Academic Affairs on September 21, 2001.

Policy revisions approved by the Provost/Vice President for Academic Affairs: October 29, 2001, April, 2002, April 2, 2003, March 28, 2006 and May 16, 2012.

Key Words: Syllabus