

Guidelines for Course Syllabi

At its meeting of May 10, 2001, the Faculty Senate of the University of Cincinnati adopted the following set of recommendations for information that should be included in all faculty syllabi:

- Instructor's name, phone number, e-mail address, office number, and office hours;
- Short description of the class, including a basic statement of the objectives of the class and the content to be covered;
- Indication of the Breadth of Knowledge (BoK) area(s) of the University of Cincinnati General Education Program, if any, that the course has been designated as fulfilling. If the course has been designated as only partially meeting a BoK area, those other courses that combined with the course satisfy the BoK area should be listed;
- Indication of the Baccalaureate Competencies of the University of Cincinnati General Education Program that the course addresses;
- Pre-requisites and co-requisites;
- Titles and authors of required texts;
- Tentative schedule of class meetings with an indication of topics to be considered, assignments and due dates, and examination dates;
- Course web page address (url);
- Electronic communication policy;
- Class attendance policy;
- Pass/fail option, audit policy, and withdrawal policy;
- Class grading policy;
- Academic integrity policy;
Suggested Statement: *The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct.*
- Special needs policy;
Suggested Statement: *If you have any special needs related to your participation in this course, including identified visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability that may influence your performance in this course, you should meet with the instructor to arrange for reasonable provisions to ensure an equitable opportunity to meet all the requirements of this course. At the discretion of the instructor, some accommodations may require prior approval by Disability Services.*
- Other information pertaining to the class.

Further, the Faculty Senate recommends that:

- A. At the discretion of course instructors, complete course syllabi and other course material may be posted on the web in lieu of hard copy distribution. In the event that this option is used, the course instructor should assure that the students in the course can readily access this material.
- B. All faculty should review the University of Cincinnati Policy With Regard to Copyright as this policy might relate to the development and presentation of course material.