SUBJECT: Course Syllabi

Effective Date: 7-13-05
Policy Number: 4-403

Supersedes: Page 1 Of 2

Responsible Authority: 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 students 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