

# Syllabus Policy

Instructors shall provide a syllabus for all university undergraduate courses (including 400/500 level courses). It is strongly recommended that instructors provide a syllabus for graduate courses. The syllabus must be made available to students (hard copy or online as a downloadable document) on the first day of class or sooner. The following information, at minimum, should be included in the syllabus:

1. **INSTRUCTOR INFORMATION:** instructor's name, office/room number, uoregon e-mail address and any other means of contact desired
2. **OFFICE HOURS:** office hours and a statement indicating how to contact the faculty member for an appointment outside office hours
3. **COURSE OBJECTIVES:** overall course objectives and expected learning outcomes as approved by the UOCC and documented in CourseLeaf
  1. if course meets any Core Education requirements, a statement describing which of the following requirements it meets and why
    1. Area of Inquiry (Social Science, Natural Science, or Arts and Letters)
      1. Also include which Methods of Inquiry are covered
    2. Difference, Inequality and Agency OR Global Perspectives
      1. At a minimum, include Core Education Council approved statement and learning outcomes
4. **GRADE POLICIES:**
  1. grade policies – describes the standards for each level of work (including A+ - see <https://registrar.uoregon.edu/current-students/grading-system> (<https://registrar.uoregon.edu/current-students/grading-system>))
  2. grading criteria and expectations, for example grading rubrics
5. **ABSENCES:** clear absence policy that is pedagogically appropriate for the specific course. Policy should make clear how absences affect grades and the conditions under which assigned work and/or tests can be made up. Remember that University Health Services, which includes Counseling Services, does not provide excuses for students who miss class due to illness or injury so consider this in determining course policy (see <https://health.uoregon.edu/faqs#sick-note-policy> (<https://health.uoregon.edu/faqs#sick-note-policy>)). Instructors also need to understand university policies for absences related to religious observance, student participation in university-sponsored events, mandatory first class attendance, AEC accommodations, and the Dean of Students "Emergency Academic Notification" process (see Appendix)
6. **MATERIALS AND ACTIVITIES:** lists of any required readings, assignments, examinations, special materials, and extracurricular activities

7. **CLASSROOM BEHAVIOR:** statement on expected classroom behavior (e.g., use of cell phones, recording devices, etc.)
8. **UNIVERSITY POLICIES:** statement on or link to policies on (see [Office of the Provost approved language](https://provost.uoregon.edu/syllabus-guidelines) [\\_\(https://provost.uoregon.edu/syllabus-guidelines\)\\_](https://provost.uoregon.edu/syllabus-guidelines)):
  1. academic misconduct
  2. accessible education and accommodations
  3. to mandatory reporting obligations
  4. Emergency policies – weather, fire, active shooter