

Resolution on Course Syllabi

Amendment Passed by the Faculty Senate, June 7, 2007

Passed by Faculty Senate, May 10, 2001

The Faculty Senate advises faculty that course syllabi should include the following information:

- Instructor's Name, Phone Number, Email 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;
- Prerequisites 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:

1. All faculty 1) use the Course Syllabus or Course Preview tools in Blackboard to upload course information in advance of the course registration period, and 2) update course information as needed to accurately reflect course content, structure, pedagogy and assessment. (**As amended June 7, 2007**).
2. 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.