

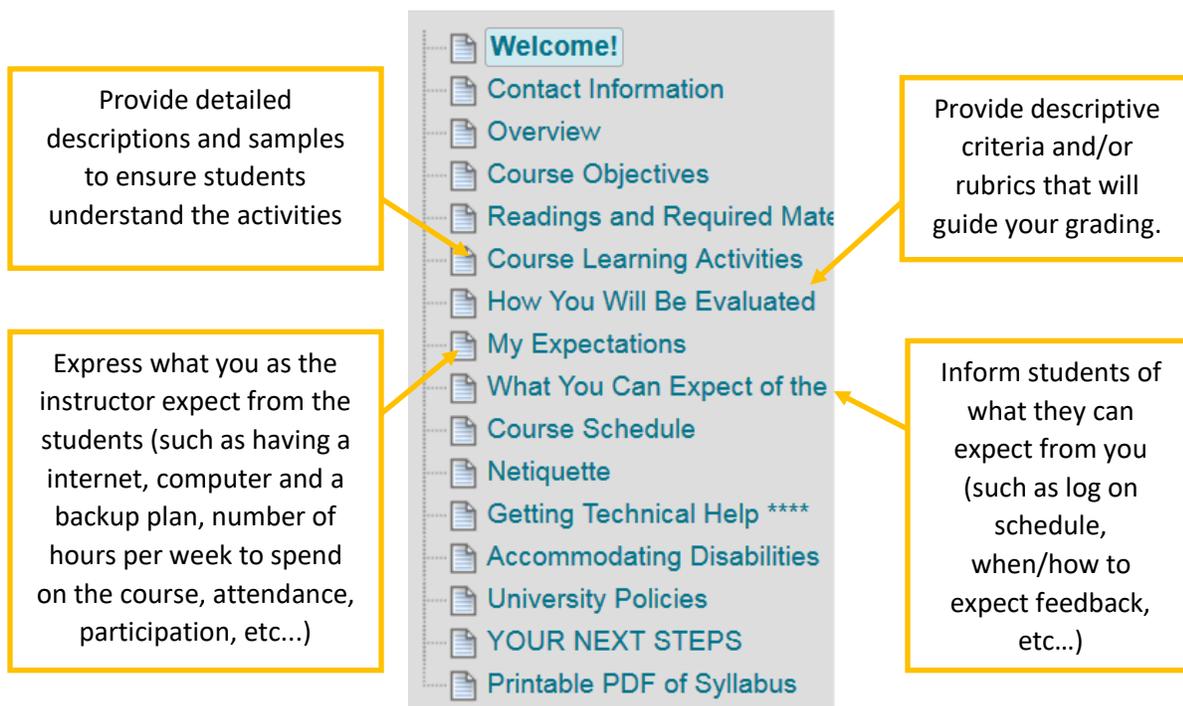
## Developing the Course Information Area and Printable Syllabus File

Your Course Information Area and Syllabus File are critical references to enable student success. To be successful, students need to know what is expected of them, including not only readings and due dates for assignments, but also guidance on your criteria for grading, your approach to the class, your expectations for work ethic and netiquette, and more.

The **course information area** consists of easily accessed sections from your syllabus to provide specific information to your students. The course information area allows students to go directly to the information they wish to reference without having to scroll through a lengthy document.

The **syllabus file** provides the same information in an easily downloadable and printable format such as pdf.

Your online course template may already include a course information template containing guidance on the purpose and suggested content for each section. If so, it may look similar to the one below:



**Note:** The required sections to include in your syllabus may differ for your Department or project, so please consult the appropriate references and/or individuals in your department to ensure that you include everything you are required to include. The following resources may be helpful: the [Graduate Bulletin](#), the [Undergraduate Bulletin](#), the [Registrar's Registration Policies](#), and the [Right-to-Know Student Consumer Information Federal Disclosure Requirements](#).

**A few reminders (definitely NOT exhaustive – last revised May 2017):**

1. **Syllabi** for undergraduate courses must include specific required information.
  - a. Announce and explain **attendance** policies. Attendance/participation can be part of the grade.
  - b. Ensure course content adheres to department course description and conveys **educational goals** to students.
  - c. **Grading schemes/weights** must be provided to students and cannot be changed once the course has begun. Timely feedback is expected and student progress in the course should be conveyed before the end of Add/Drop.
  - d. State availability of **office hours** and/or appointments.
  - e. Courses should have a mechanism for **students to provide feedback**.
  - f. **Disruptive behavior** policies should be included in the syllabus.
  - g. **Academic integrity** policy must be included in the syllabus.
2. **Final exams** are not required, but are defined in the [Final Exam Schedule](#) and can only be offered during scheduled final exam periods. *No other exams of 30 minutes duration or more should be given during the last five days of the course.* It would be good practice to be available for questions during the exam period. Final exams must be retained for at least one semester.
3. **Reading Day** is a day for the students to prepare for exams. No work should be scheduled/required, including make ups.
4. **Photos** are personally identifiable information and are protected by FERPA. Students should not be required to upload a photo of themselves.
5. **Grades** (including feedback) are protected information and should only be provided to students privately.
6. Plan make up activities or alternatives for other **excused absences** (illness, tragedy, conflicting events, athletic obligations and religious observances), even when there is an automatic “drop the lowest” policy. An excused absence should not diminish a student’s opportunity to leverage the drop as other students in the course can.
7. Plan alternatives with respect to absences due to **religious observances**, i.e., *avoid due dates after 4PM on Friday or Saturdays.*
8. There is a Federal Requirement that courses **notify students of how to file complaints**.