

Policy Revision

Policy Title	Course Syllabus Policy: Undergraduate		
Policy URL	https://policy.arizona.edu/faculty-affairs/course-syllabus-policy-undergraduate-template		
Suggested updates	-Require instructors to upload syllabi to learning management page 2 days prior to the drop deadline -Add definition for an Individualized Learning Contract -Organize required elements of syllabus in appropriate categories for better flow -Relocate policy from policy.arizona.edu to catalog.arizona.edu		
Rationale for updates	-Students should have a comprehensive idea of what to expect for a particular course -Not all courses require a syllabus; defining a contract will address individual study courses -Policy is more appropriately listed in the university catalog with other academic policies than at policy.arizona.edu with HR-related policies.		
Contact Person for Questions	Abbie Sorg		
Responsible Unit	Office of the Registrar	URL	https://registrar.arizona.edu/
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> Medicine <input type="checkbox"/> Pharmacy <input type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 12/02/2025, 1/20/26	Status: Approved with updates 1/20/26
	Undergraduate Council	Scheduled: 2/3/26	Status:
	Graduate Council	Scheduled:	Status:
	Undergraduate CAAC	Scheduled:	Status:
	Graduate CAAC	Scheduled:	Status:
	Faculty Senate Executive Committee	Scheduled:	Status:
	Faculty Senate	Scheduled:	Status:
	Provost	Scheduled:	Status:

Policy Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Policy	Proposed Edit
Policy The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. It must be distributed	Undergraduate Course Syllabus The distribution of course information is required for all University undergraduate courses on the first day of class, or at least 2 days prior to the <u>drop deadline</u>

Existing Policy	Proposed Edit										
<p>(either as a hard copy or online) during the first week of classes, and an electronic copy, available to students, must be retained by the department office. By policy, the following information must be provided:</p> <table border="1" data-bbox="113 358 1037 1417"> <thead> <tr> <th>Required Item</th><th>Explanation</th></tr> </thead> <tbody> <tr> <td>1. Instructor(s) and contact information</td><td>List names (including GTAs), office/room numbers, telephone numbers, and e-mail addresses.</td></tr> <tr> <td>2. Instructor's availability</td><td> <p>In-person courses: give office hours or explain the "open-door" policy.</p> <p>Online courses: clarify the instructor's response time to questions (e.g., 24 hours).</p> </td></tr> <tr> <td>3. Course objectives</td><td>List what the instructor plans to cover in the course; the objectives should align with the Course Catalog description.</td></tr> <tr> <td>4. Expected learning outcomes</td><td>List what the student should learn or be able to do upon completing the course. Learning outcomes should be stated in measurable terms and should be aligned with the learning outcomes for the program (e.g., Major, Minor, General Education).</td></tr> </tbody> </table>	Required Item	Explanation	1. Instructor(s) and contact information	List names (including GTAs), office/room numbers, telephone numbers, and e-mail addresses.	2. Instructor's availability	<p>In-person courses: give office hours or explain the "open-door" policy.</p> <p>Online courses: clarify the instructor's response time to questions (e.g., 24 hours).</p>	3. Course objectives	List what the instructor plans to cover in the course; the objectives should align with the Course Catalog description.	4. Expected learning outcomes	List what the student should learn or be able to do upon completing the course. Learning outcomes should be stated in measurable terms and should be aligned with the learning outcomes for the program (e.g., Major, Minor, General Education).	<p>Syllabus</p> <p>A statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. This information must be posted to the course learning management page.</p> <p>An electronic copy must be retained by the offering department.</p> <p>For co-convened 400/500-level classes, the instructor may use a single syllabus for the jointly-convened class, which must meet the requirements of both the Undergraduate and Graduate Syllabus Policies.</p> <p>The following information must be provided in the syllabus:</p> <ul style="list-style-type: none"> • Instructor Information <ul style="list-style-type: none"> ○ Name(s) ○ Office number(s) ○ Email address(es) and/or phone number(s) ○ Availability (i.e., office hours, open-door policy, response time to questions) • Course Information <ul style="list-style-type: none"> ○ Course Objectives - what will be covered in the course. This must align with the approved Course Catalog description. ○ Expected Learning Outcomes - what the student should learn or be able to do upon completing the course. Learning outcomes should be stated in measurable terms and should be aligned with the learning outcomes for the program (e.g., major, minor, general education) ○ Grading scale and grade policies - specify in detail the methods of evaluation, how these methods factor into
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5. Absence and class participation policies	<p>In-person courses: State the class absence policies, as well as University policies for the following kinds of excused absences:</p> <ul style="list-style-type: none"> Absences for any sincerely held religious belief, observance, or practice will be accommodated where reasonable. <u>Refer to the Religious Accommodation Policy.</u> Absences pre-approved by the University Dean of Students (or dean's designee) will be honored. <p>Online courses: State the class participation policies—what constitutes participation and how that will be evaluated.</p>	<p>the final grade, and the scale used to determine final grades (as defined in the course catalog). State how late assignments and extra credit opportunities, if any, will be handled.</p> <ul style="list-style-type: none"> Class Participation Policies & Expectations <ul style="list-style-type: none"> State the class participation policies – what constitutes participation and how that will be evaluated. For classes with required synchronous meeting patterns, state the class absence policies. Classroom behavior policy – policies to foster a positive learning environment, including use of cell phones, mobile devices, etc. Required Class Materials and Assignments <ul style="list-style-type: none"> Required and recommended texts or readings and where to locate those readings. Required special materials or supplies, if any. Required examinations, papers, and other graded assignments. For co-convened courses using a single syllabus for graduate and undergraduate students, clearly distinguish between graduate and undergraduate requirements and workload expectations. Required extracurricular activities – explain field trips, service-learning activities, etc., with the expected time commitment. Final examination or project – identify the date and time of the final exam (or project due date) with a link to the Final Exam Regulations and Schedule. Schedule of Topics and Activities
6. Required texts or readings	List both required and recommended texts and readings, and where to locate those readings.	
7. Required or special materials	List special tools or supplies that are needed (e.g., zip disks, drafting tools).	

Existing Policy		Proposed Edit
8. Required examinations and papers	Specify the number of quizzes, examinations, and papers.	<ul style="list-style-type: none"> ○ Present the weekly/daily schedule, including assignment due dates and exam dates. • University Policies <ul style="list-style-type: none"> ○ List the following statement: All students must familiarize themselves with the policies and resources at the following link: https://catalog.arizona.edu/syllabus-policies Or, list individual policies or policy links directly on syllabus: <ul style="list-style-type: none"> ○ Threatening Behavior by Students Policy, which prohibits threats of physical harm to any member of the University community. ○ Student Code of Academic Integrity that prohibits plagiarism. ○ Nondiscrimination and Anti-Harassment Policy on prohibited behaviors. ○ Disability Syllabus Statement provided by the Disability Resources Center. ○ Religious Accommodation Policy; absences for any sincerely held religious belief, observance, or practice will be accommodated where reasonable. ○ Absences pre-approved by the University Dean of Students (or dean's designee) will be honored. • Subject to Change Statement <ul style="list-style-type: none"> ○ Include a statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.
9. Required extracurricular activities	Explain field trips, service-learning activities, etc., with the expected time commitment.	
10. Final examination or project	Identify the date and time of the final exam (or project due date), with a link to the Final Exam Regulations and Schedule .	
11. Grading scale and grade policies	Specify in detail the methods of evaluation, how those methods factor into the final grade, and the scale used to determine final grades. State how late assignments and extra credit opportunities, if any, will be handled.	
12. Classroom behavior policy	Present policies to foster a positive learning environment, including use of cell phones, mobile devices, etc.	
13. Threatening behavior policy	State the University Threatening Behavior by Students Policy , which prohibits threats of physical harm to any member of the University community.	
14. Academic Integrity policy	State the Student Code of Academic Integrity that prohibits plagiarism.	Individualized Learning Contract

Existing Policy		Proposed Edit
15. Nondiscrimination and Anti-harassment policy	State the Nondiscrimination and Anti-Harassment Policy on prohibited behaviors.	<p>For courses where the standard syllabus format does not adequately capture individualized learning experiences—such as internships or research projects—an Individualized Learning Contract may be utilized. This agreement between the student and instructor must address:</p> <ul style="list-style-type: none"> • Learning outcomes aligned with the course catalog description • Expected activities (e.g., reading, lab work), time commitment, and total units of credit • Meetings and communication expectations • Work products and evaluation criteria • Applicable University syllabus policies (at the following link: https://catalog.arizona.edu/syllabus-policies) <p>The contract must be delivered to the student by email or hard copy and retained by the department.</p>
16. Accommodations for students with disabilities	Include the Disability Syllabus Statement provided by the Disability Resources Center.	
17. Schedule of topics and activities	Present the weekly/daily schedule, including assignment due dates and exam dates.	
18. Subject to change statement	Include a statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.	
<p>Sample Syllabus Template</p> <p>See below Related Information for the Undergraduate Course Syllabus Templates and other helpful links.</p> <p>¹ For co-convened 400/500-level classes, the instructor may use a single syllabus for the jointly convened class or separate syllabi for the graduate and undergraduate offerings. If a single syllabus is used, it must meet the requirements of both the Undergraduate and Graduate Syllabus Policies and must clearly distinguish between graduate and undergraduate requirements and workload expectations.</p>		