

Policy Revision

Policy Title	Undergraduate Syllabus Template		
Policy URL	https://policy.arizona.edu/faculty-affairs/course-syllabus-policy-undergraduate-template		
Suggested updates	-Replace duplicative required policies/resources with URL to catalog resource page: https://catalog.arizona.edu/resources/catalog-resources/syllabus-policies -Update outdated/inactive URLs -Replace reference to OIA (Office of Instruction & Assessment) with UCATT (University Center for Assessment, Teaching & Technology) -Replace reference to D2L with more generic “learning management” -Adjust order of syllabus components to mirror updated course syllabus policy -Remove revision history from template		
Rationale for updates	-Keep URLs, office names, and student-facing terminology up to date -By providing a link to policy information instead of policy text, the syllabus will need updating less frequently as policies change		
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: 11/4/2025, 12/02/25, 1/20/26	Status: Approved 1/20/26
	Undergraduate Council	Scheduled: 2/3/26	Status:
	Undergraduate 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
<p style="text-align: center;">UNDERGRADUATE SYLLABUS TEMPLATE</p> <p style="text-align: center;">Course Number & Title</p> <p style="text-align: center;">Location and Times</p> <p>Revisions to Nondiscrimination and Anti-harassment policy, and to Additional Resources for Students, approved by Faculty Senate, 12/8/20.</p> <p>Revisions to Campus Safety information and links 4/7/23.</p> <p>Revision to Nondiscrimination and Anti-Harassment policy link 8/19/24.</p> <p>Description of Course (recommended)</p> <p>Short and concise, giving enough detail to be useful</p> <p>Course Prerequisites or Co-requisites (recommended)</p> <p>List all course prerequisites and any courses that must be taken simultaneously with this course.</p> <p>Instructor and Contact Information (required)</p> <p>Instructor name, office location, telephone number, e-mail address</p> <p>Office Hours/"Open Door Policy"</p> <p>Teaching assistants (if applicable) and their contact information and office hours (if applicable)</p> <p>Web information, including course home page, instructor home page, and D2L information</p> <p>Course Format and Teaching Methods (recommended)</p> <p>Lecture only, lecture and lab combination, seminar, studio, small-group activities or group projects, experiential or service-learning, in-class discussion, web-delivered content or assessment, etc.</p> <p>Course Objectives (required)</p> <p>Course objectives describe what the instructor plans to cover in the</p>	<p style="text-align: center;">UNDERGRADUATE SYLLABUS TEMPLATE</p> <p style="text-align: center;">Course Number & Title</p> <p style="text-align: center;">Location and Times</p> <p>Instructor and Contact Information (required)</p> <p>Instructor name, office location, e-mail address, telephone number</p> <p>Office Hours/"Open Door Policy"</p> <p>Web information, including course home page, instructor home page, and Brightspace information</p> <p>Course Communications (recommended)</p> <p>Means by which online communication will be conducted (e.g., official UA e-mail address, Brightspace)</p> <p>Description of Course (recommended)</p> <p>Short and concise, giving enough detail to be useful</p> <p>Course Prerequisites or Co-requisites (recommended)</p> <p>List all course prerequisites and any courses that must be taken simultaneously with this course.</p> <p>Course Format and Teaching Methods (recommended)</p> <p>Lecture only, lecture and lab combination, seminar, studio, small-group activities or group projects, experiential or service-learning, in-class discussion, web-delivered content or assessment, etc.</p> <p>Course Objectives (required)</p> <p>Course objectives describe what the instructor plans to cover in the course.</p>

Existing Policy	Proposed Edit
<p>the course. The objectives should be related to the Course Catalog description and the scheduled topics.</p> <p>Expected Learning Outcomes (required)</p> <p>Learning outcomes describe what a student should know or be able to do upon completing the course, based on knowledge/skills gained. Outcomes are stated in measurable terms and should be aligned with the learning outcomes for the program (e.g., Major, Minor, General Education).</p> <p>Resources:</p> <ul style="list-style-type: none"> • OIA learning outcome guide <p>Absence and Class Participation Policy (required)</p> <p>Required language:</p> <p>The UA's policy concerning Class Attendance and Participation is available at: https://catalog.arizona.edu/policy/courses-credit/courses/class-attendance-participation.</p> <p>Required language:</p> <p>The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, http://policy.arizona.edu/human-resources/religious-accommodation-policy.</p> <p>Required language:</p> <p>Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: https://deanofstudents.arizona.edu/policies/attendance-policies-and-practices</p> <p>Recommended language:</p> <p>[This may be edited to fit a particular course. Note, however, that faculty may not require students to provide documentation of health-</p>	<p>The objectives should be related to the Course Catalog description and the scheduled topics.</p> <p>Expected Learning Outcomes (required)</p> <p>Learning outcomes describe what a student should know or be able to do upon completing the course, based on knowledge/skills gained. Outcomes are stated in measurable terms and should be aligned with the learning outcomes for the program (e.g., Major, Minor, General Education).</p> <p>Resources:</p> <ul style="list-style-type: none"> • UCATT learning outcome guide <p>Grading Scale and Policies (required)</p> <p>Specify the grade distribution for the course as defined in the course catalog. University policy regarding grades and grading systems is available at https://catalog.arizona.edu/policy/courses-credit/grading/grading-system.</p> <p>Provide a detailed explanation of the methods of evaluation and how the final grade will be calculated, including components/assignments, weightings, evaluation criteria, explanation of how late work will be graded, and description of extra-credit opportunities.</p> <p>Incomplete (I) or Withdrawal (W):</p> <p>Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policy, which is available at https://catalog.arizona.edu/policy/courses-credit/grading/grading-system.</p> <p>Dispute of Grade Policy (recommended):</p> <p>Provide the acceptable time period for disputing a grade on a paper, project, or exam.</p>

Existing Policy	Proposed Edit
<p>related issues in order to have an absence excused.] Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Absences may affect a student's final course grade. If you anticipate being absent, are unexpectedly absent, or are unable to participate in class online activities, please contact me as soon as possible. To request a disability-related accommodation to this attendance policy, please contact the Disability Resource Center at (520) 621-3268 or disability@arizona.edu. If you are experiencing unexpected barriers to your success in your courses, the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office is located in the Robert L. Nugent Building, room 100, or call 520-621-7057.</p> <p>Makeup Policy for Students Who Register Late (recommended) Statement on whether students who register after the first class meeting may make up missed assignments/quizzes and the deadline for doing so</p> <p>Course Communications (recommended) Means by which online communication will be conducted (e.g., official UA e-mail address, D2L)</p> <p>Required Texts or Readings (required) List both required and recommended texts, books, articles, etc.; delineate required versus optional. Availability: purchased, library reserve, or class handouts and D2L</p> <p>Required or Special Materials (required, if applicable) Special tools or supplies needed: graphing calculator, thumb drives, drafting tools, etc.</p> <p>Required Extracurricular Activities (required, if any)</p>	<p>Additional Class Policies</p> <p>Absence and Class Participation (Recommended language): [This may be edited to fit a particular course. Note, however, that faculty may not require students to provide documentation of health-related issues in order to have an absence excused.] Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Absences may affect a student's final course grade. If you anticipate being absent, are unexpectedly absent, or are unable to participate in class online activities, please contact me as soon as possible. To request a disability-related accommodation to this attendance policy, please contact the Disability Resource Center at (520) 621-3268 or disability@arizona.edu. If you are experiencing unexpected barriers to your success in your courses, the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office is located in the Robert L. Nugent Building, room 100, or call 520-621-7057.</p> <p>Makeup Policy for Students Who Register Late (recommended) Statement on whether students who register after the first class meeting may make up missed assignments/quizzes and the deadline for doing so</p> <p>Classroom Behavior Policy (required) Recommended language: To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).</p>

Existing Policy	Proposed Edit
<p>Explain field trips, service-learning projects, etc., with the expected time commitment.</p> <p>Assignments and Examinations: Schedule/Due Dates (required)</p> <p>Number of required papers and assignments, with description</p> <p>Number of quizzes and exams</p> <p>Recommended language: Policy on revision and resubmission of assigned papers, with appropriate deadlines.</p> <p>Writing Requirement (required for General Education courses)</p> <p>All Tier One and Tier Two General Education Courses are writing intensive (https://ge.arizona.edu/gened-tiers/tiers-course-guidelines). Explain how this writing requirement is to be fulfilled in the course, including the opportunity to revise and resubmit at least one assignment.</p> <p>Final Examination or Project (required)</p> <p>The date and time of the final exam or project, along with a link to the Final Exam Regulations and Final Exam Schedule, https://registrar.arizona.edu/faculty-staff-resources/room-class-scheduling/schedule-classes/final-exams</p> <p>Grading Scale and Policies (required)</p> <p>Specify the grade distribution for the course. University policy regarding grades and grading systems is available at https://catalog.arizona.edu/policy/courses-credit/grading/grading-system.</p> <p>Provide a detailed explanation of the methods of evaluation and how the final grade will be calculated, including components/assignments, weightings, evaluation criteria, explanation of how late work will be graded, and description of extra-credit opportunities.</p> <p>General Education Tier One and Tier Two courses must follow the "40% rule," which means that students will complete at least 40% of</p>	<p>Required Texts or Readings (required)</p> <p>List both required and recommended texts, books, articles, etc.; delineate required versus optional.</p> <p>Availability: purchased, library reserve, or class handouts and Brightspace</p> <p>Required or Special Materials (required, if applicable)</p> <p>Special tools or supplies needed: graphing calculator, thumb drives, drafting tools, etc.</p> <p>Bibliography (recommended)</p> <p>Current research and/or writings, along with access and availability</p> <p>Assignments and Examinations: Schedule/Due Dates (required)</p> <p>Number of required papers and assignments, with description</p> <p>Number of quizzes and exams</p> <p>Recommended language: Policy on revision and resubmission of assigned papers, with appropriate deadlines.</p> <p>Required Extracurricular Activities (required, if any)</p> <p>Explain field trips, service-learning projects, etc., with the expected time commitment.</p> <p>Final Examination or Project (required)</p> <p>The date and time of the final exam or project, along with a link to the Final Exam Regulations and Final Exam Schedule, https://registrar.arizona.edu/finals</p> <p>Scheduled Topics/Activities (required)</p> <p>List topics in logical units in a weekly/daily schedule, including assignment due dates and exam dates.</p>

Existing Policy	Proposed Edit
<p>the grade points by the end of the 8th week of classes (or equivalent for longer or shorter terms).</p> <p>Incomplete (I) or Withdrawal (W): Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policy, which is available at https://catalog.arizona.edu/policy/courses-credit/grading/grading-system.</p> <p>Dispute of Grade Policy (recommended): Provide the acceptable time period for disputing a grade on a paper, project, or exam.</p> <p>Honors Credit (required for General Education courses) All Tier One and Tier Two courses must be available for Honors credit. If the course does not have a stand-alone Honors section, the requirements to fulfill an Honors contract should be listed. Honors contract information is available at https://www.honors.arizona.edu/honors-contracts.</p> <p>Scheduled Topics/Activities (required) List topics in logical units in a weekly/daily schedule, including assignment due dates and exam dates.</p> <p>Bibliography (recommended) Current research and/or writings, along with access and availability</p> <p>Classroom Behavior Policy (required) Recommended language: To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities</p>	<p>University policies and recommended resources (required) List the following statement: All students should be familiar with the policies and resources at the following link: https://catalog.arizona.edu/syllabus-policies</p> <p>Additional recommendations depending on instructor preferences: Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.</p> <p>Alternate language for those who want to restrict computers and laptops to an area of the classroom: Some learning styles are best served by using personal electronics, such as laptops and iPads. These devices can be distracting to other learners. Therefore, students who prefer to use electronic devices for note-taking during lecture should use one side of the classroom.</p> <p>Alternate recommended language for those who do not wish to permit laptops in the classroom: The use of personal electronics such as laptops, iPads, and other such mobile devices is distracting to the other students and the instructor. Their use can degrade the learning environment. Therefore, students are not permitted to use these devices during the class period.</p> <p>Notification of Objectionable Materials (recommended) Recommended language, if applicable: This course will contain material of a mature nature, which may include explicit language, depictions of nudity, sexual situations, and/or violence. The instructor will provide advance notice when such materials will be used. Students are not automatically excused from interacting with such materials, but they are encouraged to speak with the instructor to voice concerns and to provide feedback.</p>

Existing Policy	Proposed Edit
<p>(e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).</p> <p>Additional recommendations depending on instructor preferences: Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.</p> <p>Alternate language for those who want to restrict computers and laptops to an area of the classroom: Some learning styles are best served by using personal electronics, such as laptops and iPads. These devices can be distracting to other learners. Therefore, students who prefer to use electronic devices for note-taking during lecture should use one side of the classroom.</p> <p>Alternate recommended language for those who do not wish to permit laptops in the classroom: The use of personal electronics such as laptops, iPads, and other such mobile devices is distracting to the other students and the instructor. Their use can degrade the learning environment. Therefore, students are not permitted to use these devices during the class period.</p> <p>Threatening Behavior Policy (required) Required language: The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.</p> <p>Notification of Objectionable Materials (recommended) Recommended language, if applicable: This course will contain material of a mature nature, which may include explicit language, depictions of nudity, sexual situations, and/or violence. The instructor</p>	<p>Code of Academic Integrity (Recommended language):</p> <p>The University Libraries have some excellent tips for avoiding plagiarism, available at https://lib.arizona.edu/research/citing/plagiarism.</p> <p>Recommended language: Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use Brightspace or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.</p> <p>Nondiscrimination and Anti-harassment Policy (Recommended language): Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.</p> <p>Additional Resources for Students (recommended links) Campus Pantry (recommended)</p> <p><i>Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.</i></p> <p>Confidentiality of Student Records (recommended) http://www.registrar.arizona.edu/ferpa</p>

Existing Policy	Proposed Edit
<p>will provide advance notice when such materials will be used. Students are not automatically excused from interacting with such materials, but they are encouraged to speak with the instructor to voice concerns and to provide feedback.</p> <p>Accessibility and Accommodations (required)</p> <p>Recommended language is provided on the Disability Resource Center website: http://drc.arizona.edu/instructors/syllabus-statement.</p> <p>Code of Academic Integrity (required)</p> <p>Required language:</p> <p>Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: https://deanofstudents.arizona.edu/student-rights-responsibilities/academic-integrity.</p> <p>Recommended language:</p> <p>The University Libraries have some excellent tips for avoiding plagiarism, available at https://lib.arizona.edu/research/citing/plagiarism.</p> <p>Recommended language:</p> <p>Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.</p>	

Existing Policy	Proposed Edit
<p>Nondiscrimination and Anti-harassment Policy (required)</p> <p>Required language:</p> <p>The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. For more information, including how to report a concern, please see https://policy.arizona.edu/employment-human-resources/nondiscrimination-and-anti-harassment-policy</p> <p>Recommended language:</p> <p>Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.</p> <p>Additional Resources for Students (recommended links)</p> <p>UA Academic policies and procedures are available at http://catalog.arizona.edu/policies</p> <p>Campus Health http://www.health.arizona.edu/ Campus Health provides quality medical and mental health care services through virtual and in-person care. Phone: 520-621-9202</p> <p>Counseling and Psych Services (CAPS) https://health.arizona.edu/counseling-psych-services CAPS provides mental health care, including short-term counseling services. Phone: 520-621-3334</p>	

Existing Policy	Proposed Edit
<p>The Dean of Students Office's Student Assistance Program https://deanofstudents.arizona.edu/support/student-assistance Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow-up services. Email: DOS-deanofstudents@arizona.edu Phone: 520-621-7057</p> <p>Survivor Advocacy Program https://survivoradvocacy.arizona.edu/ The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support. Email: survivoradvocacy@arizona.edu Phone: 520-621-5767</p> <p>Campus Pantry (recommended)</p> <p><i>Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students for support. In addition, the University of Arizona Campus Pantry is open for students to receive supplemental groceries at no cost. Please see their website at: campuspantry.arizona.edu for open times.</i></p> <p><i>Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.</i></p> <p>Preferred Name & Pronoun (recommended)</p>	

Existing Policy	Proposed Edit
<p>This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to correct instructors on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me directly in class or via email (instructor email). If you wish to change your preferred name or pronoun in the UAccess system, please use the following guidelines:</p> <p>Preferred name: University of Arizona students may choose to identify themselves within the University community using a preferred first name that differs from their official/legal name. A student's preferred name will appear instead of the person's official/legal first name in select University-related systems and documents, provided that the name is not being used for the purpose of misrepresentation. Students are able to update their preferred names in UAccess.</p> <p>Pronouns: Students may designate pronouns they use to identify themselves. Instructors and staff are encouraged to use pronouns for people that they use for themselves as a sign of respect and inclusion. Students are able to update and edit their pronouns in UAccess.</p> <p>More information on updating your preferred name and pronouns is available on the Office of the Registrar site at https://registrar.arizona.edu/records-enrollment/personal-information/updating-personal-information.</p> <p>Safety on Campus and in the Classroom (required for courses with in-person instruction)</p> <p>For a list of emergency procedures for all types of incidents, please visit the website of the Critical Incident Response Team (CIRT): https://cirt.arizona.edu/case-emergency/overview</p>	

Existing Policy	Proposed Edit
<p>Also watch the video available at https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/learningeventdetail/crtfy0000000000003560</p> <p>Confidentiality of Student Records (recommended) http://www.registrar.arizona.edu/ferpa</p> <p>Subject to Change Statement (required)</p> <p>Required language: Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.</p>	