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Uniform Syllabus Policy

A syllabus is a statement of intent by the course instructor that should clearly explain what a student must do and when they must do it to successfully complete the course and get a grade. A syllabus is intended to protect students from arbitrary or untimely changes in course requirements and due dates. A syllabus must also provide information about departmental and University policies governing conduct of the course. The APC has reviewed the existing Uniform Syllabus Policy and recommends the following revised policy.

- A. At the official beginning of the course, a syllabus will be made available electronically and/or on paper. The syllabus will contain an electronic link to a Web page maintained by the Secretary of the University that contains university policies that affect the instructor and students in the course, as well as essential information specific to conduct of the course. The following link should be used: <http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf>
- B. Each department will adopt a set of syllabus guidelines for its courses consistent with the nature of the courses offered by that department and containing any policies applicable to courses offered by that department.
- C. Each department will maintain a file of current syllabi for all classes. Each syllabus will be placed in the file within two weeks of the first class meeting. The file will be kept for two years.
- D. The Secretary of the University will be responsible for disseminating current recommended syllabus guidelines approved by the Faculty Senate to all departments/faculty/instructors prior to each semester.

2007-2008 Academic Policy Committee

Cindy Walker, Chair
Brian Bromberek
Avik Chakrabarti
Lee Ann Garrison
Brian Hinshaw
Thomas Holme
Alan Horowitz
Sally Lundeen

Thomas O'Bryan
Marie Savundranayagam
Ichiro Suzuki
Jin Zhang
Seth Zlotcha

Syllabus Guidelines

Every course syllabus should contain information about the following:

A. Class Information. Class information consists of a description of a class and other essential information.

1. The following information is required for all classes:
 - a. Course title and number;
 - b. Class meeting times and location(s);
 - c. Instructors' and Teaching Assistants' names;
 - d. Instructors' and Teaching Assistants' e-mail addresses and/or phone numbers;
 - e. Short description of course objectives that may include the catalog description;
 - f. Required and recommended readings, with full citations;
 - g. Grading policies, including the weight given to each graded component; and
 - h. A chronology of topics, including approximate due dates and exam dates, including the final examination date and time;
 - i. Specific information on the investment of time by the average student necessary to achieve the learning goals of the course in accordance with the campus credit hour policy, Faculty Document # 2838.
2. The following information is required for classes where it is applicable:
 - a. Section number of class;
 - b. Source of each reading, if not a textbook to be purchased at the Bookstore;
 - c. Special out-of-class requirements (computers, software, field trips, etc.)
 - d. Attendance requirements;
 - e. Safety policies, with reference to Risk Management issues when appropriate;
 - f. Assignment policies (late penalties, scope, size, etc.)
3. The following information is recommended:
 - a. Prerequisites;
 - b. Special skills required of students beyond the formal prerequisites;
 - c. Additional information on grading (scales, expectations, etc.);
 - d. Specific due dates for assignments;
 - e. Examination dates;
 - f. Make-up and incomplete policies (see below).

B. Departmental Policies. Each syllabus should contain links (or the URL addresses) for the following kinds of policies unique to the culture and practice of the department:

1. Courses for which final examinations are not mandatory; and
2. Any other standing policies that can affect the conduct of a course (attendance, incompletes, safety, fees, etc.).

Departments may wish to provide their faculty a sample syllabus or even a template syllabus for lecture and lab courses to ensure that information crucial to the conduct of classes they offer is consistent. Faculty and instructors should be provided all syllabus guidelines prior to each semester.

C. University Policies. Each syllabus will provide the following link to the Secretary of the University Web site that contains the following University policies:

http://www4.uwm.edu/secu/news_events/upload/Syllabus-Links.pdf

Syllabus Links

1. *Students with disabilities.* Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner.
<http://www4.uwm.edu/arc>
 2. *Religious observances.* Accommodations for absences due to religious observance should be noted. <http://www4.uwm.edu/secu/docs/other/S1.5.htm>
 3. *Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty should be noted.
Students: <http://www4.uwm.edu/academics/military.cfm>
Employees: <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn9.pdf>
- (Editorially Revised, 03/25/09)
(Editorially Revised, 12/06/2016)
4. *Incompletes.* A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf
 5. *Discriminatory conduct (such as sexual harassment).* Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf
 6. *Academic misconduct.* Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. <http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>
 7. *Complaint procedures.* Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf
 8. *Grade appeal procedures.* A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. <http://www4.uwm.edu/secu/docs/other/S28.htm>
 9. *Other* The final exam requirement, the final exam date requirement, etc.
<http://www4.uwm.edu/secu/docs/other/S22.htm>

(Editorially Revised, 8/26/11)

(Editorially Revised, 8/21/15)

Instructional Guidelines

A. Cancellation of Classes

1. Anticipated absence from class must be accounted for by colleague coverage or some other suitable accommodation.

The attached amendments satisfy the Codification Committee's criteria for clarity, internal consistency, and relationship to other policies and procedures governing UWM.