

## University of Nebraska-Lincoln

### Syllabus<sup>†</sup> Policy

**Approved by the Academic Senate, April 3, 2007 and ASUN, March 21, 2007**

In accordance with Regents Bylaw 4.1, all faculty are required to “inform students concerning the requirements, standards, objectives and evaluation procedures at the beginning of each course.” The University of Nebraska-Lincoln requires that this information be conveyed to students either in writing or by written electronic means at the beginning of each course.

Course documentation should be disseminated, on paper or on the World Wide Web (i.e., Blackboard, course web page), to students by the end of the first week of class.

Documentation for courses taught in a traditional classroom setting must include the following information about the course:

- Instructor name, office location, contact information (telephone number and/or email address), office hours
- Required materials, including any texts and personal equipment such as calculators
- Course prerequisites
- Attendance policy, if any
- Special policies for the course, if any (e.g., a policy that collaboration is permitted on take-home work, a policy that calculators can be used on exams, penalties for late work.)
- A list of papers, exams, and other assessments that will contribute to the students' grades, along with the exact or approximate value of those assessments, either in points or percent of total grade.<sup>‡</sup> Repeated small assessments, such as homework or quizzes, can be considered as one item in the list of assessments.

Other useful information, where applicable, may also be included at the instructor's discretion:

- Time and location of final exam
- Projected schedule of assignments, quizzes, tests and other course work
- Information about how student work will be graded
  - An exact or approximate grading scale, for courses that are graded on a point system

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<sup>†</sup>Dictionaries define the word “syllabus” to mean a list or outline of topics, but students think of the word as indicating a list of rules and policies. To avoid confusion, this document uses

the term “course documentation.” The document is called a “syllabus policy” so that the title will be meaningful to students.

‡This document is intended to provide guidelines for instructors to follow in communicating to students about their courses. Violations of this policy shall not be the basis for any grade appeal.