

**UNIVERSITY OF NEBRASKA-LINCOLN SYLLABUS† POLICY**  
**MARCH 5, 2024**

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 via the current learning management system, to students by the end of the first week of class.

Documentation for courses must include the following information specific to the course:

- Instructor name, office location, contact information (telephone number and/or email address), office hours
- Course prerequisites
- Course description
- Learning outcomes
- Required materials, including any texts and personal equipment such as calculators
- Attendance policy, if any
- Continuity of Instruction (Describe how you will contact students in the event an instructional continuity day is called by the University (i.e., Canvas or email to students).
- 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. ‡ Repeated small assessments, such as homework or quizzes, can be considered as one item in the list of assessments.

In addition, documentation for courses must include the following university-wide information either by including them directly on the syllabus or by including a link to the Course Policies website (<http://go.unl.edu/coursepolicies>).

- University-wide Attendance Policy (if instructor policy not listed above)
- Academic Honesty Policy (see Student Code of Conduct, Section B. Conduct - rules and Regulations, 1. Acts of Academic Dishonesty)
- Accommodations for Students with Disabilities Policy (see Services for Students with Disabilities).
- Resources for students seeking mental health help

The Course Policies website (<http://go.unl.edu/coursepolicies>) also includes the following information for students:

- Final Exam Schedule
- Fifteenth Week Policy
- Emergency Procedures
- Diversity & Inclusiveness
- Title IX Policy
- Other Relevant University-Wide Policies 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

†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.

Approved by the Academic Senate, April 3, 2007, and ASUN, March 21, 2007. Revised and approved by the Faculty Senate, March 7, 2017; April 7, 2020; October 5, 2021; March 1, 2022; March 5, 2024.