

## Policy on Syllabi for Courses

A syllabus is required for all classes, with the exception of independent study courses (typically numbered 99, 199, 298 and 299) and teaching courses (typically numbered 195 and 500).<sup>1,2</sup>

It is strongly suggested that the syllabus be distributed to students on (or by) the date of the first meeting, and it should be made available to students **no later** than the end of the first week of instruction.

At a minimum, a syllabus is required to include the following elements:

- Instructor contact information, office hours, and availability.
- Teaching and Instructional Assistant contact information and availability (if applicable).
- A clear explanation of the grading policy that delineates a breakdown of assignments, exams, and other assessments that communicate respective weights towards final grades.<sup>3</sup>
- Course information, including a tentative schedule that specifies exam dates and modality.<sup>4</sup>

Note that departments, programs, or other academic units may require additional information be included in the syllabus. Instructors are encouraged to make use of resources available on campus through the [Teaching + Learning Commons](#).

*Approved by the Educational Policy Committee on June 15, 2021; effective September 19, 2022.*

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<sup>1</sup> Determination of other courses that may be excluded from this requirement may be made by the department chair, program director, provost, or designate.

<sup>2</sup> Syllabus requirements for courses in the curriculum leading to the M.D. and PharmD degrees are under the authority of the faculty of the School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences, respectively.

<sup>3</sup> Course details remain at the discretion of the instructor, and may be subject to change. However, significant changes to course design (including assessments, grading, assignment weights, etc.) should not be made after the start of the class if they create a disadvantage that adversely affects student success for any enrolled students.

<sup>4</sup> Schedules are subject to change, including assessment dates, but ideally never to advance the date of an assessment. Instructors may wish to include a statement addressing this issue.