

Syllabus Compliance Checklist

A course syllabus serves many functions – it orients students to the course content, required materials, provides a timeline for assignments and assessments, and offers guidance on how to successfully learn in the course. Although the syllabus is not a contract or legally binding contract, the New York State Education Department (NYSED), Middle States Commission on Higher Education (MSCHE), and individual academic units within the University of Rochester, all have requirements for what information must be present in the syllabus. Use this document as a checklist to ensure your syllabus complies with state, accreditation, and UR regulations.

NEW YORK STATE EDUCATION DEPARTMENT AND ACCREDITATION SYLLABUS REQUIREMENTS

	<p>Instructor Name</p> <p>Include your full name and how you would prefer to be addressed. e.g. Dr. Beate Brandt. Please call me Dr. Brandt.</p>
	<p>Instructor Contact Information</p> <p>Include your email, office phone number, and office location.</p>
	<p>Course Description</p> <p>A course description should state the rationale for the course, provide an overview of key content covered, identify the skills and knowledge learned during the course, and how the course will benefit students.</p>
	<p>Course Objectives</p> <p>Course objectives or course learning objectives are brief statements, often bulleted lists, that clearly identify what students will be able to do and/or what they will have learned upon successful completion of the course. e.g. • support an original literary argument using appropriate secondary sources</p>
	<p>Prerequisite Courses</p> <p>Even if your course does not require students to take courses prior to yours, you are required to include a prerequisite courses category. e.g. Prerequisite Courses: none</p>
	<p>Credit Hours</p> <p>The number of credit hours must be listed clearly on your syllabus. For definitions and other policy related questions about credit hours, see University of Rochester Credit Hour Policy and Compliance.</p>

	<p>Time and Location of Class Meetings</p> <p>The days, times, and location of class meetings (including directions if the class is meeting off-campus or in a non-UR building) must be listed on the course syllabus.</p>
	<p>Required Course Materials</p> <p>The syllabus must list all supplies, software, books, or other materials students are expected to have and are required for successful learning in the course. These can include art supplies, a laboratory coat and goggles, or textbooks. No additional materials can be required at any point during the semester. All materials and supplies must be listed up-front, on the syllabus.</p>
	<p>Course Timeline</p> <p>A timeline for the course, weekly or by class meeting, must be included in the syllabus clearly indicating topics to be covered in each class meeting, homework and assignment deadlines, and exam or other assessment deadlines.</p>
	<p>Overview of Assignments</p> <p>Assignments need to be clearly described in terms of what a student is expected to do to earn a passing grade in the course. NYSED requires that the syllabus should include all methods for assessing student achievement, including assessment rubrics at the course and project level.</p>
	<p>Basis of Grade Determination</p> <p>NYSED requires that the syllabus provide a clear statement about how the final grade will be determined. This information can be included as a table listing the type, number, and points or percentage of the final grade the assignment represents.</p>

ACADEMIC UNIT SPECIFIC SYLLABUS REQUIREMENTS

Each School and College at the University of Rochester has additional requirements and recommendations for the types of information and policies which need to be included in the course syllabus. You should check with the Office of Faculty Affairs for your school/college to obtain a list of these requirements.

SCHOOL OF ARTS & SCIENCES OR HAJIM SCHOOL OF ENGINEERING & APPLIED SCIENCES

SYLLABUS REQUIREMENTS

Courses taught in Arts, Sciences & Engineering are required to have the following policy statements include on their syllabi in order to be in compliance with College guidelines that students understand expectation for coursework and have access to needed resources to complete this work.

	<p>Academic Honesty</p> <p>Instructors must include academic honesty information on their syllabus and include statements explaining how these policies related specifically to the assignments and assessments in your course (e.g. what is considered plagiarism, what constitutes appropriate collaboration on group projects. Sample syllabus statements and templates for a variety of course types are available from the Office of Academic Honesty.</p>
	<p>Disability Resources</p> <p>Include the syllabus statement provided by the Office of Disability Resources.</p>
	<p>Credit Hour Policy</p> <p>Include the syllabus statement provided by the College outlining contact hour requirements for courses.</p>
	<p>Final Exam Dates</p> <p>Indicate if your course has a final exam, and when that exam will occur. Final exam dates should occur at the time prescribed by the registrar.</p>

SYLLABUS RECOMMENDATIONS

The following policy statements and resources are useful for successful student learning and are recommended by the College for inclusion in the syllabus.

- Attendance Policy – clearly stating attendance expectations, acceptable reasons to miss class (and how many), and what students should do if they miss a class.
- Late Assignment Policy – clearly stating if late assignment will be accepted and any penalties associated with late submission.
- Missed or Makeup Exam Policy – when and under what conditions it is possible to makeup a regularly scheduled exam.
- Office Hours - You are strongly encouraged to hold office hours. The day, time, and location of these office hours should be listed clearly, including the zoom link for virtual office hours.
- Regrading or Resubmission Policy – if and under what conditions students are able to resubmit work or have an assignment regraded, including a clearly stated timeline for resubmission.
- Technology Policy – a clear statement of what types of technology can be used in the classroom, when and under what conditions.