

College of Arts and Sciences

Course Syllabus Guidelines

Graduate Education

Every faculty member who teaches in the College of Arts and Sciences must distribute a syllabus in each of the courses he or she teaches during the first week each course meets, electronically or on paper. A syllabus must also be posted on BlackBoard for every course, independent studies included. Syllabi normally include the following:

1. The course title and number, as well as the location and hours of class meetings.
2. The instructor's name, e-mail address, office location and phone number, and office hours.
3. A statement of the objectives of the course. A statement indicating which curricular requirements the course fulfills.
4. A listing of course textbooks and other course materials, and an indication of course requirements (e.g., number of tests during the semester, writing assignments). Useful web sites and other research tools might also be included.
5. A course schedule, including such things as due dates for reading and writing assignments, and test dates.
6. A clear explanation of grading standards and procedures.
7. For 500-level courses taken for graduate credit, a statement of the additional requirements for graduate students must be included.
8. Any particular policies the instructor may want to articulate in addition to, or as refinements of, policies stated in the University Redbook, the A&S Dean's Guidelines, the Student Bill of Rights, or other university documents. For example, an instructor may wish to adopt a particular policy concerning attendance, or test make-up. It is important, of course, that no policy adopted by an instructor be contrary to university policies.
9. Instructors who require written work are strongly advised to include a definition of plagiarism and to indicate what penalties will be imposed if a student is found to have plagiarized.
10. Effective July 1, 2015, all syllabi must include the following Title IX statement:

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to **University faculty or instructors** of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct Resource Guide (<http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>).

11. A statement that the instructor reserves the right to make changes in the syllabus when necessary to meet learning objectives, to compensate for missed classes, or for similar reasons.
12. Syllabi must be uploaded to Blackboard, as an attachment under the "Syllabus" tab.
Instructions for naming and uploading the syllabus are available on the course Blackboard shell in the "My U of L" section (opening page) and under the "Syllabus" tab for each specific course.