

Course Syllabus Minimum Required Elements

Required: Course Information

- Course name and number (including any CardinalCore or unit designations in title)
- Credit hours
- Term/Year
- Prerequisites
- Class Modality (in-person, online-asynchronous, online-synchronous, blended)
- Class meeting location and times/patterns
- Any class activities outside of regular class meeting time/pattern or held off campus
 - Must provide alternative assignment for students who cannot participate
 - Any student travel off campus must have each student sign [participation and release form](#)
- Required Text(s) and Materials and relevant instructions for access. Include required format for text (hard copy, electronic, etc.) if relevant.
- Catalog description of course
- Course goals and objectives and student learning outcomes

Required: Instructor Information

- Instructor name (full name)
- Preferred phone contact
- Campus email address
- Office location
- Office hours/student hours and modality
- GTA names and contact information (if relevant)

Required: Assignments and Grading

- Method of determining final grade, including system (assignment weighting %) and scale (+/- ?)
- Required method for submitting work (Blackboard, hard copy, online platform, etc.)
- Any class-specific policy that could impact student grade (examples below not all-inclusive):
 - Participation
 - Absence
 - Late/missing work
- Any required activities outside of classroom/ regular meeting patterns and alternative assignments for students who cannot participate.

- Any student travel off campus must have each student sign [participation and release form](#)
- Schedule of assignments and due dates, especially major assessments.

Required: Course Specific Policies

- Continuity of Instruction plan. Example here: [Delphi Site](#)
- Continuity of learning plan. Example here: [Delphi Site](#)
- Academic Dishonesty policy. Example here: [Delphi Site](#)
- AI statement—See suggested AI Language here: [Delphi Site](#)
 - Sample AI Statement 1: The use of Generative AI is not permitted in this course for any assignment.
 - Sample AI Statement 2: The use of Generative AI may be used with prior instructor permission and appropriate attribution and citation.
 - Sample AI Statement 3: The use of Generative AI will be allowed without any restrictions.
- Right to change assignments/due dates as determined by needs of class
- Follett opt-out [link](#) (if relevant)
- Lab safety statement (if relevant)
- Cardinal Core outcomes/assessments (if relevant)
- Any accreditation mandated statements/requirements (e.g. CEHD HAT in teacher prep) (if relevant)

Highly Recommended: University Policies

- Title IX/Clery Act—must be university approved statement [Delphi Site](#)
- ADA/Disability support—must be university approved statement [Delphi Site](#)
- Basic needs support [Delphi Site](#)
- Counseling support [Delphi Site](#)

Optional: University Policies

- Sexual harassment [Delphi Site](#)
- [University delay/closure policy](#)
- Academic resources and [student services](#)
 - [REACH tutoring](#)
 - [UofL Writing Center](#)
 - [UG Academic Advising](#)
- Religious Holy days policy [Delphi Site](#)
- [University class attendance and excused absence policy](#)

Online Course Policies

- See Here: [Delphi Site](#)