

Syllabus Guidance

The syllabus guidance below was developed by a faculty syllabus working group. In addition to the guidance below, faculty are encouraged to consult resources, such as those provided by [Faculty Development and Instructional Support](#) (FDIS) to develop syllabi that follow best practices and allow them to build a connection with students. The guidance below includes minimum standards; faculty should consult with their department chair/director, college, and/or community campus director for any additional recommendations or requirements beyond those listed here.

All syllabi must meet accessibility standards. FDIS has developed an accessible template that faculty are encouraged to use to meet accessibility recommendations.

All syllabi must list the course student learning outcomes. These are available in the electronic Curriculum Management System (CIM) or, if the course has not been fully entered into CIM, the most recent Course Content Guide.

All syllabi must include the notice of nondiscrimination.

Guidance

Reference to Institution

- Identification of the University of Alaska Anchorage as the institution where the course is offered (this could be as a syllabus header)

Instructor and Class Schedule Information

- Course prefix, number, and title*
- Course credit(s)*
- Instructor name, relevant title or credentials, contact information, and office hours
- TA name, relevant title or credentials, contact information, and office hours, if applicable
- Class meeting days, times, and location
- Date/Time/Room for final exam/final meeting (must use the assigned date/time on the Final Examination schedule)
- Course delivery method (key physical and/or pedagogical considerations)
- If this course is "Online – No Set Time," describe how the instructor will provide [regular and substantive interaction](#)

Course Description, Delivery, and Materials

- Course description*
- Prerequisites or co-requisites*
- Student Learning Outcomes*
- Identification of how the course contributes to learning in the [Core Competencies](#), if applicable
- Identification of course as meeting a [General Education Requirement](#), if applicable

- How course incorporates external accreditation standards, if applicable
- Textbooks and other required materials; include appropriate citations and copyright information for resources used in the course, modeling expectations of students; indicate style sheet expectations, if applicable (APA, MLA, etc.)
- Technology requirements, if applicable
- Course Fee Information: If students are paying a course fee, the syllabus must indicate that there is a fee and the purpose of the fee. It must also include the statement, "If you have questions or concerns about the fee, please contact the <College> dean's office at <email address>; phone>."

Course Policies

- Tentative course schedule including assignments and major assessments
- Evaluation standards/grading criteria/assessment of learning
 - Include the type of assignment and method of assessment, e.g., papers, group/team projects, exams, participation;
 - Include how those figure into the course grade;
 - Include a grading scale for the course, e.g., 90-100% = A;
 - Include reference to the [UAA Catalog grade descriptions](#).
- Any policy that will impact a student's grade and the impact it will have on the grade
 - For instance, course policies as applicable for attendance, travel, field experiences, late work, make up work, extra credit, or other relevant policies
- Communication expectations for instructor and students (use of email, timeframe for expected response, etc.)
- Statement on syllabus change policy, including how any changes will be communicated
- Instructional Continuity Plan: Provide information on how you will communicate course changes in the case of an unexpected disruption such as a natural disaster, health crisis, etc.
- Expectations Regarding Academic Honesty and Integrity: Following a brief statement about your expectations as they related to academic honesty, outline any possible academic actions or sanctions if the student is found in violation of the [Student Code of Conduct](#) as it relates to academic honesty. For example, "If you are found in violation of the [Student Code of Conduct](#) related to academic honesty, resulting academic actions may range from a reduced grade on an assignment, a zero grade on an assignment, or failure in the class."
- Indication that the course will adhere to all [UAA Academic Policies and Processes](#) as published in the most current version of the [UAA Catalog](#) and [UAA Student Handbook](#)
- Communication about student rights: The University has policies related to your rights as a student and the process for working through any disputes you may have. Those processes can be found in the section of the catalog covering [Academic Rights of Students](#) and the Academic Dispute Resolution Procedure.

Notice of Nondiscrimination and Title IX Statement

The University of Alaska is an affirmative action/equal opportunity employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related

medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on [UA's statement of nondiscrimination](#).

For more information, contact:

UAA Office of Equity and Compliance
3890 Alumni Drive, Suite 106
Anchorage, AK
907-786-0818
uaa_titleix@alaska.edu

If you experience discrimination, you are encouraged (but not required) to report the incident to the [UAA Office of Equity and Compliance](#) or call 907-786-0818. You also may make an anonymous report online.

For confidential support and advocacy related to rape or power-based personal violence, students can also contact [STAR Alaska](#) at 907-276-7273 or 800-478-8999 (toll-free). The [UAA Office of Equity and Compliance](#) website also includes a list of confidential resources for support and advocacy.

The Dean of Students Office [Care Team](#) can provide assistance to students who need help with academics, housing, or other issues.

Accessibility and Disability Support Statement

If you experience a disability or suspect you experience a disability, please contact [Disability Support Services](#) to arrange for disability-related accommodations. UAA is committed to providing equal access to learning opportunities for students with documented disabilities. To ensure access to this class, and your program, please contact DSS to engage in a confidential conversation about the process for requesting accommodations.

* This content should be provided exactly as it appears in the Curriculum Management System (CIM).