

University of Alaska Anchorage Syllabus Policy

Policy Category:	Academic Affairs
Responsible Office:	Office of Academic Affairs
Related Policy:	UAA Academic Catalog - Syllabus and Course Procedures ; UAA Policy - Regular and Substantive Interaction ; UAA Academic Catalog - Practical Training Courses ; UAA Policy - Course Fees ; UAA Faculty Senate Resolution #02062026 requiring all faculty to include a statement in their syllabi addressing the use of artificial intelligence in their courses

I: Scope

This policy applies to University of Alaska Anchorage (UAA) faculty delivering a UAA course, wherever offered, however delivered.

II: Policy Overview

This policy identifies expectations for all UAA courses, delivered from any of its campuses and sites, to be compliant with relevant university, UA System, federal, and accreditation policies.

III: Policy Statement

- A. All University of Alaska Anchorage syllabi must:
- Identify the University of Alaska Anchorage as the institution where the course is offered;
 - Indicate the instructor's name and contact information;
 - List the approved course student learning outcomes;
 - Describe the course content covered in the course;
 - Describe the grading system used in the course;
 - Describe the policies specific to the course;
 - Include a statement addressing the use of artificial intelligence in the course;
 - Describe the procedures that govern the delivery of the course;
 - Include the official notice of nondiscrimination;
 - Meet accessibility standards.
- B. All University of Alaska Anchorage syllabi for "Online - No Set Time" additionally must:
- Include a [Regular and Substantive Interaction](#) Statement.
- C. All University of Alaska Anchorage syllabi for placement courses, such as practicums, clinicals, and internships additionally must:
- Include a statement on the approach to weekly communication, as per the [UAA Practical Training Course](#) policy.

D. All University of Alaska Anchorage syllabi for courses with a course fee additionally must:

- Indicate that there is a fee and the purpose of the fee. They 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>.”

IV. General Guidance

- Identify the University of Alaska Anchorage as the institution where the course is offered; a UAA Campus (e.g., Kodiak College, MatSu College, Anchorage, Prince William Sound College or Kenai Peninsula College) may be specified as well
- 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 using the assigned date/time on the official Final Examination schedule
- Course delivery method
- If this course is “Online – No Set Time,” describe how the instructor will provide [regular and substantive interaction](#)
- Course description (must match the catalog)
- Prerequisites or co-requisites (must match the catalog)
- Course Student Learning Outcomes (**must match** the course SLOs in the electronic curriculum system)
- 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
- Style sheet expectations, if applicable (APA, MLA, etc.)
- Technology requirements, if applicable
- Course fee information and guidance for questions or concerns
- 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 Academic Catalog grade descriptions](#).
- Course-specific policies that will impact a student’s grade and the impact it will have on the grade, such as for attendance, travel, field experiences, late work, make up work, extra credit, etc.
- Communication expectations for instructor and students, such as 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 relate 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 Academic Catalog](#) and [UAA Student Handbook](#)
- Statement about the acceptable uses of Artificial Intelligence (AI) in the course
- 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
- Accessibility and Disability Support Statement.

V. Procedure

- A. The instructor will make the syllabus available to enrolled students no later than the first meeting day, for in-person and synchronous distance sections, and no later than the official first day of classes, for asynchronous classes.
- B. The instructor will submit the syllabus to the dean’s or community campus director’s office to be archived for accreditation and compliance purposes.
- C. The dean/community campus director or their delegate will review all syllabi for compliance and may work with the instructor to ensure compliance.

VI. Roles/Responsibilities

- A. Faculty - Develops a syllabus for each section offered. Makes the syllabus available to students per this policy, and submits a copy to the appropriate dean or community campus director’s office within the first week of the course.
- B. Dean/Community Campus Director - Collects syllabi at the beginning of the semester, reviews each syllabus for compliance, and works with faculty to correct as needed. Submits finalized syllabi to the Office of Academic Affairs for accreditation purposes. Responds to specific requests for syllabi, such as for transfer.
- C. Provost - Responsible for the development, approval, interpretation, dissemination, and implementation of the policy, as facilitated through the three areas of Academic Affairs, Faculty Success, and Student Success.

- a. Academic Affairs - Oversees the development and currency of, obtains appropriate review and approval of, and publishes the policy; provides general oversight, interpretation, and implementation guidance; archives syllabi for institutional accreditation.
- b. Faculty Success - Provides guidance and best practices in implementation of this policy.
- c. Student Success - Facilitates initiatives to support the common adoption of best practices related to this policy.

VII. Reason for the Policy

UAA is committed to providing students a quality educational experience across all courses, wherever offered, however delivered. This policy ensures the consistent communication of course-specific expectations. It also ensures that UAA is meeting its understanding of UAA, UA System, State of Alaska, and federal policies, practices, and regulations.

VIII. Approval

DocuSigned by:
Cheryl Siemers
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Chancellor Approval

April 10, 2026

Date