I. PURPOSE & INTENT

The University of South Florida (USF) values clear and timely communication to students regarding course structure and expectations through the creation of a syllabus. USF has adopted a Policy requiring instructors to make syllabi available to students that contain specific information required for Student Success.

It should be noted that this Policy does not address course content. What instructors deem important for their courses is governed by academic freedom, and best determined by that instructor. This Policy only stipulates components common to all syllabi at USF, and applies to all USF courses, regardless of level, discipline, or modality of delivery.

II. STATEMENT OF POLICY

a. All course syllabi must be uploaded to the university's official Learning Management System, or LMS (such as Canvas, BlackBoard, etc.) no later than the scheduled first day of class, which will be the first meeting day for each course, and remain available within the course as long as the course remains within the LMS.

b. All syllabi must contain the following required components:

1. Course prefix and number, section number, and title
2. Semester term and credit hours
3. Class meeting days/times/location (if applicable)
4. Instructor name, contact information, and office hours
5. University course description (required to be verbatim from catalog)
6. Course prerequisites
7. Student learning outcomes
8. Required texts and/or course materials
9. Course requirements such as exams, assignments, and projected due dates, if any
10. Final exam date and time (if applicable)
11. Grading scale
12. Grade categories and weights
13. Course schedule
14. General Education statement (undergraduate only; only required if a Gen Ed course)
15. Global Citizen Project statement (undergraduate only; only required if a GCP course)
16. Course-specific grading policies (e.g., late work, extra credit, etc.), if any
17. Course-specific attendance and punctuality policies, if any
18. Course-specific technology and media policies (e.g., recording class, expected email response time, etc.), if any

Additional items may be required by specialized accreditation, certain programs, or University initiatives.

c. All course syllabi must link to the USF Core Syllabus Policy Statements on the Provost’s Website under Faculty Resources.

III. APPLICABILITY AND/OR AUTHORITY

This Policy is applicable to the entire USF System. Thesis and Dissertation hours, Directed Research, and Independent Study courses may use a contract of work in lieu of a formal syllabus. Courses cross-listed as both undergraduate and graduate must construct a separate syllabus for each section.

IV. VIOLATION OF POLICY

If a violation is noted or discovered, the Dean and/or Department Chair will determine appropriate actions to ensure compliance.

Current Responsible Office*: Academic Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.