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 that will be made available on the Provost's Website under faculty resources. Examples of language may be found in the links below:
   • Academic Grievance Procedure
   • Academic Integrity
   • Disruption to Academic Progress
   • Disability Access
   • Religious Observances
   • Sexual Misconduct/Sexual Harassment
   • Statement of Academic Continuity

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.

Examples of Language for Course Syllabi:

**Academic Integrity**
Academic integrity is the foundation of the University of South Florida System’s commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The final decision on an academic integrity violation and related academic sanction at any USF System institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution. The process for faculty reporting of academic misconduct, as well as the student’s options for appeal, are outlined in detail in USF System Regulation 3.027.

**Disruption to Academic Progress**
Disruptive students in the academic setting hinder the educational process. Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

**Academic Grievance Procedure**
The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An “academic grievance” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

**Disability Access**
Students with disabilities are responsible for registering with Students with Disabilities Services (SDS) (SVC 1133) in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SDS must accompany this request.

**Sexual Misconduct / Sexual Harassment**
USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004). The USF Center for Victim is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report. Please be aware that
in compliance with Title IX and under the USF System Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. Contact the USF Center for Victim Advocacy and Violence Prevention: (813) 974-5757.

**Religious Observances**
All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs (USF System Policy 10-045). The USF System, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the USF System’s constituency. Students are expected to attend classes and take examinations as determined by the USF System. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

**Statement of Academic Continuity**
In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Learning Management System for each class for course-specific communication, and the main USF, College, and Department websites, emails, and MoBull messages for important general information (USF System Policy 6-010). For additional guidance on emergency protective actions and hazards that affect the University, please visit www.usf.edu/em