



## Information Content and Distribution of Course Syllabi

### I. Minimum Information Content for Syllabi

All syllabi for Belk College of Business courses require, at a minimum, the following information:

1. Course title
2. Course abbreviation and number plus section number
3. Current semester identification
4. Instructor's name
5. Office phone and email
6. Office location (building and room number)
7. Office hours (see below for details)
8. Course description (should include, but not limited to, the Catalog description)
9. Course Objectives (should be consistent with the skills/core competencies identified by the college and/or the department for the course)
10. Course textbook(s) with a clear indication as to whether each is required or suggested
11. Supplementary materials to be used
12. Instructor's attendance policy
13. A description of assignments to be evaluated
14. Grade allocation across assignments
15. A course schedule (ideally this should be broken into class periods, with textbook chapters and other assignments required for the period, and identification of any other topics critical to the class objectives or core curriculum)
16. A statement regarding academic integrity
17. The following statement on diversity:

*The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.*

18. The following statement on disability accommodations:

*UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.*

The above eighteen points represent **a minimum** content required for all College syllabi. The University's Office of General Counsel has developed a document "Suggested Standard Syllabus Policies" (see <http://legal.uncc.edu/legal-topics/classroom-policies-and-practices/suggested-standard-syllabus-policies>) that

contains a number of suggested statements on classroom issues and problems that instructors are **strongly encouraged to include in syllabi**. The suggested statements cover a wide range of topics: classroom expectations and conduct; syllabus revisions; the instructor's absence or tardiness; cell phones; computers; sexual harassment; and use of plagiarism detection programs. **Instructors are urged to consult this document.**

The Office of General Counsel has a further document "Basic Legal Guidelines for Setting Classroom Policies" (<http://legal.uncc.edu/legal-topics/classroom-policies-and-practices/basic-legal-guidelines-setting-classroom-policies>) that instructors should consult to ensure that the classroom policies outlined in their syllabi meet legally defensible standards.

## II. Additional Considerations

- 1. University General Education Courses.** Three courses currently being taught in the College are approved under the University's General Education requirements: ECON 1101, ECON 2101, and ECON 2102. Syllabi for ECON 1101, 2101 and 2102 should note that the course satisfies the requirement for one course in the Social Sciences (Part II. Inquiry in the Sciences) of General Education.
- 2. Final Examinations.** The University's Final Examination Policy (University Policy 202; <http://legal.uncc.edu/policies/up-202>) requires that every course either has a final examination (or a substitute such as student project presentations) during the scheduled final examination period. Exceptions to this policy require the approval of the department chair and the dean. Also, a final examination cannot be held at any time other than the scheduled day and time without the consent of every student in the class and the approval of the department chair and the dean.
- 3. Drop Deadline.** The deadline date to withdraw from a course and retain other courses should be noted in the course schedule. Prior to this deadline, faculty should attempt to schedule an assessment of student progress (such as a test, project, or paper) and report the results to students.
- 4. Office Hours.** The College Workload Policy (see point 6 of Section IV - Additional Points Related to Workload Policy; <http://goo.gl/74uqwd>) requires that faculty members should maintain minimum weekly office hours of three hours, four hours, and five hours for the Research, Balanced and Teaching options, respectively. Part-time instructors teaching one, two, or three or more courses are expected to maintain minimum weekly office hours of two hours, four hours, or five hours, respectively.

The above hours are the **minimum required** weekly office hours. Sound pedagogy may require more than these stated minima: additional stated office hours or office hours 'by appointment' are encouraged.

All faculty members are expected to be in their offices available to meet with students during the office hours stated in the course syllabus. If an emergency requiring a faculty member to miss some/all of these posted office hours occurs, the faculty member should post a notice on her/his office door and inform the department coordinator.

- 5. Adverse Weather Policies.** The University's Adverse Weather Policy (University Policy 701; <http://legal.uncc.edu/policies/up-701>) states that, without exceptions, the University is open unless the Chancellor (or Chancellor's delegate) announces that the University is closed. Faculty are required to follow the procedures outlined in the policy. The University's inclement weather number is 704-687-1900.
- 6. Attendance Policies.** The Degree Requirements and Academic Policies sections of the current undergraduate and graduate catalogs (<http://catalog.uncc.edu/content.php?catoid=6&navoid=331>; <http://catalog.uncc.edu/content.php?catoid=8&navoid=456>) state that "Each instructor determines the classroom policies (including attendance regulations) for his or her courses. In general, students are expected

to attend punctually all scheduled sessions in the courses for which they are registered, to demonstrate civil behavior while in class, and to complete all of the course requirements. Instructors may outline additional and more specific standards in the course syllabus. Absences from class may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.”

If you have a stated attendance policy in your syllabus, especially one that rewards class attendance, understand that a student cannot be held responsible for attendance prior to registering for the course. For example, if your attendance policy states that attendance will be taken from a specified class day, you must take into account that the University’s add/drop and late registration policies may allow students to register for the course after that specified day. In such an instance, a student can only be held responsible for attendance after he/she registers for the course. In setting an attendance policy (or any other classroom policy), take into consideration the University’s Basic Legal Guidelines for Setting Classroom Policies (<http://legal.uncc.edu/legal-topics/classroom-policies-and-practices/basic-legal-guidelines-setting-classroom-policies>), which in part, state that “A faculty member should always be prepared to articulate a rational justification for any classroom policy he or she imposes.”

### **III. Distribution of Syllabi**

The College requires that faculty provide the course syllabus to all students registered for the course. This provision is satisfied by:

1. Before the first day of class each semester, the faculty member places the course syllabus on the College Web site. The required procedure is for the faculty member to send an email to [coba-syl@uncc.edu](mailto:coba-syl@uncc.edu) with the syllabus attached as a Word or PDF document. The document should be named as DEPTXXXX-YYY.doc, where DEPT is the departmental abbreviation, XXXX the course number, and YYY the section number (for example, MGMT3160-090.docx).
2. Before the first class meeting of the semester, the faculty member posts a copy of the syllabus on Moodle or emails it to all students registered for the course.

Administrative Policy

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