

# UMD Uniform Syllabus Policy

During the first week of classes each student in each course will be supplied a syllabus that contains essential information about the course. CITS syllabi are pre-approved by the CITS faculty liaison prior to the beginning of the term.

## Syllabus Guidelines

Class information consists of a description of a class and other essential information. It is recommended that the following be included in all CITS syllabi:

University of Minnesota Duluth (header)

1. UMD Instructor's name;
2. Instructor's office hours;
3. Instructor's office location, phone number, and e-mail;
4. Course title and number, semester taught;
5. Class meeting times and location(s);
6. Final examination date and time;
7. Short description of course objectives that may include the catalog description;
8. Required and recommended readings;
9. Grading policies, including the weight given to each graded component;
10. An outline of topics and course requirements, including approximate due dates for assignments and examination dates;
11. Special out-of-class requirements (computers, software, field trips, etc.);
12. Attendance requirements;
13. Assignment policies (late penalties, scope, size, etc.);
14. Make-up and incomplete policies;
15. Statement on participation by students with disabilities;
16. For any liberal education courses listed-the category that the course fulfills as well as the specific liberal education goals that are met by the course;
17. Statement on Student Academic Integrity Policy, see: [www.d.umn.edu/assl/conduct/integrity](http://www.d.umn.edu/assl/conduct/integrity)
18. Statement on Student Conduct Code, including classroom conduct, see: <http://www.d.umn.edu/assl/conduct/code/>