Each UCF syllabus must include the following:

- Information from official Schedule of Classes
  - Course number, section, and name
  - Semester and year
  - Prerequisites, co-requisites, and any other enrollment requirements
  - Meeting dates, times and place(s) and/or description of course modality

- Instructor and GTA contact information
  - Name(s) of instructor(s) and Graduate Teaching Assistant(s) (GTA)
  - UCF email addresses or Webcourses messaging
  - Office, department location, and phone number
  - Times and locations for in-person and/or virtual office hours

- Explicit, public description of the course
  - Information published in Undergraduate Catalog or Graduate Catalog
  - Overview of the scope and purpose of the course

- Intended student learning outcomes (SLOs)
  - are consistent with the scope and purpose of the course
  - tie as clearly as possible to course assignments and activities
  - reference or link with specific program, department, college, and/or accreditation standards

- Course calendar that includes the sequence of course activity
  - Due dates for major assignments and exams/assessments
  - Method(s) for submitting assignments
  - Date and format of final exam
  - *Faculty are encouraged to post at least one major course grade prior to the course withdrawal deadline.

- Assessment and grading procedures
  - Explanation of the grading scheme, weight of course assignments, projects, exams/quizzes, participation, and other components proportional to the overall grade for the class
  - Make-up exam and assignment policies and procedures, including those regarding participation in university activities and religious holidays (See UCF Policy 4.401.1 and Regulation 5.020)
  - *Faculty members must record all grades in Webcourses and follow standards addressed in UCF Policies 4.007.1 and 4.008.1 when distributing any grade-related information

- Course materials and resources
  - Required and optional texts and other resources
Specific information about items such as classroom response systems, online tools, and other items that are required or recommended

Clear explanations of where and how students may access materials and resources provided by the university to all students

Required core policy statements: see Faculty Center webpage for example language for these and other statements

http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/statements.php

Academic integrity statement including definition(s) of and consequences for academic misconduct

Statement directing students needing accommodations to work with faculty and with Student Accessibility services to ensure equal access to educational activities

Statement regarding emergency procedures and campus safety, encouraging students to be aware of their surroundings and familiar with actions to take in various types of emergencies

Statement regarding accommodations for active duty military students

Syllabus for every class that appears on students’ transcripts must be filed with department no later than the second week of the semester in which the course is taught.

Syllabus must be posted within the associated Webcourse.

*Faculty members are discouraged from making substantial changes to a class syllabus after distribution and should consult with their chair or director before instituting major changes.

*For special courses, such as independent study, directed research, thesis or dissertation hours, the course instructor may elect to use a learning contract in lieu of a syllabus. See UCF Policy 4-403.1.

*See the Faculty Center webpage for additional information and syllabus resources

http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/