University of Florida Policy on Course Syllabi

To facilitate clear communication about courses between students and faculty, the University of Florida has adopted this policy requiring departments and faculty to make available for free for each course a syllabus containing specific information about the structure of the course.

Please note this policy is not course-content oriented. What individual professors deem important as technical information in their courses and syllabi is a matter of academic freedom and best determined by that faculty member. This university policy relates only to information that must appear in common in all course syllabi, independent of course level or discipline.

All UF course syllabi must contain:

1. course title, professor's contact information including office location and telephone number; TA contact information if applicable
2. office hours for the Professor (and TA if applicable) during which students may meet with the Professor
3. course objectives and/or goals
4. a topical outline (at least tentative) of subjects to be covered
5. methods by which students will be evaluated and their grade determined
6. policy related to class attendance
7. policy related to make-up exams or other work
8. a statement related to accommodations for students with disabilities such as:

    "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."

9. required and recommended textbooks
10. information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Suggested additional information:

1. critical dates for exams or other work
2. class demeanor expected by the professor (late to class, cell phones, etc)
3. the university's honesty policy regarding cheating and use of software
4. phone numbers and contact sites for university counseling services and mental health services

Faculty are reminded that any use of students as subjects in research projects MUST receive clearance from the "human subjects" board PRIOR to beginning the project. This policy also includes any survey research.

Effective Fall 2011, the syllabi for all courses and sections offered each semester must be posted on publicly accessible websites. A college may choose to meet this requirement by posting all its syllabi on a single site or on the web pages of individual departments. Syllabi must be posted at least three days prior to the first day of classes and must be retained on this site for at least three complete semesters (counting summer as a single semester).

Any questions regarding this policy should be directed to Dr. Angel Kwolek-Folland, Associate Provost for Academic Affairs, at 392-4792.

Updated: August 8, 2011

Put on Dept Website