**UNO Course Syllabus Requirements**

The following checklist outlines university requirements and recommendations for course syllabi. **All UNO teaching faculty are required to post a syllabus in Canvas no later than the first day of the start of academic contract for fall semester, and three working days before the start of spring semester, regardless of course delivery method.** The syllabus must contain, at minimum, all elements found under “Requirements” below. Please revise syllabi accordingly.

Course syllabus information, other than the grading criteria and absence/make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students. Instructors are welcome to customize syllabi to suit their courses and professional style.

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| **Requirements**  |
| Course title and number  |
| Day, time, and place of class meetings  |
| Instructor name  |
| Instructor office location and office hours  |
| Instructor phone number and email address  |
| Student learning outcomes  |
| Attendance policy  |
| Required/recommended textbooks/learning resources, including ISBN #  |
| Course prerequisites (if applicable)  |
| Tentative due dates for assignments, projects, tests, final exam  |
| Criteria for grading and grading standards  |
| For any graduate course being co-taught with an undergraduate course, a separate section on graduate level requirements (e.g., readings, performances, assessments)  |
| Statement on student conduct  |
| Standard statement on academic integrity\*  |
| Standard statement on accommodations for students with disabilities\*\*  |
| Standard statement on student verification procedures (ONLINE COURSES ONLY)\*\*\*  |
| Assignment/exam proctoring options (ONLINE COURSES ONLY) \*\*\* |
| **Recommendations**  |
| Description of what the class will be like, including how the class will be taught and why  |
| Description of instructor expectations of students (e.g., reading assignments prior to class, arriving on time, remaining for full class session, participation in discussions, etc.)  |
| Description of special procedures for this class (e.g., laboratory rules)  |
| Advice on how to read/approach materials, how to study for tests/exams  |
| Specific criteria for each graded assignment  |
| Statement on incomplete or late coursework, extra credit, etc.  |
| Information on student support services (e.g., Learning Resource Center, Library)  |

# Syllabus language to adopt or adapt:

Academic Integrity\*

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic misconduct will not be tolerated. Academic misconduct includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Using any AI generated content (such as that generated by language models like ChatGPT) must be authorized specifically and correctly attributed. Refer to the [Code of Conduct](https://www.uno.edu/media/17427) for further information.

Accommodations\*\*

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Student Accountability and Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to the [Office of Student Accountability and Disability Services website](https://www.uno.edu/disability-services).

Verification and Proctoring\*\*\*

To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to participate in additional student identification procedures. At the discretion of the faculty member teaching the course, these measures may include online proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees associated are the responsibility of the student. Fees are explained here, on the [UNO Online Learning website](https://www.uno.edu/online-learning).

**[Insert information regarding selected authentication measures and fees, including costs for Proctor U. If applicable to your course, please include the following Proctor U statement.]**

The University of New Orleans partners with Proctor U, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam, and reliable internet connection. See [Online Proctoring here for fees and technology requirements.](https://www.uno.edu/online-learning)

Respondus Lockdown Browser and Monitor are also available for faculty to use at no additional charge to students.