**UNO Course Syllabus Requirements**

The following checklist was developed to outline university requirements and recommendations for course syllabi. All UNO teaching faculty are required to distribute a course syllabus to their students on the first class meeting day as well as **post the syllabus in Moodle** and make each course site available to students (email moodle@uno.edu for assistance). The syllabus must contain, at minimum, all elements found under “Requirements” below. You will also find statements on Academic Integrity, Accommodations, and Proctoring for online courses. Please revise syllabi accordingly.

The information contained in the course syllabus, 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  |
| If graduate course is co-taught with undergraduate, a separate syllabus for graduate students with expected learning outcomes & 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)  |

**Academic Integrity**

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty 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. Refer to the Student Code of Conduct for further information. The Code is available online at http://www.studentaffairs.uno.edu.

**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 Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to http://www.ods.uno.edu.

**Verification for Online Students**

To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to verify their identity when completing exams or other high-stakes assignments. At the discretion of the faculty member teaching the course, verification may include on-campus proctored examinations, off-site or online proctored examinations, or other reasonable measures to ensure student identity. If students cannot attend an on-campus proctored exam, UNO partners with ProctorU, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam, and reliable internet connection. Verification measures for this course are identified below and any fees associated are the responsibility of the student.

**[If applicable, include in your syllabus statement information regarding selected verification measures and fees. ProctorU scheduling information and fees can be found at http://www.uno.edu/distance-education/online-testing.aspx.]**

**Conceptual Framework**

The COEHD conceptual framework must be included, as well as the roles and responsibilities for the appropriate educational professionals.