

## SYLLABUS REQUIREMENTS FOR UNDERGRADUATE COURSES (UNIVERSITY POLICY)

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The instructor of every section of an undergraduate class at the University at Albany shall provide each student in the section a printed or web-published copy of the syllabus for that section distributed during the first week of the class (preferably on the first regularly scheduled day the section meets). This syllabus must contain at least the information defined below. Each instructor retains the right to modify the syllabus and give notice in class of any modifications in a timely fashion. Students are responsible to apprise themselves of such notices.

Minimum Contents of a Class Syllabus:

- Catalog number and title of the course.
- Term and class number of the section.
- Location(s) and meeting times of the section.
- Instructor's name and title.
- If applicable, name(s) of teaching assistants in the class.
- Instructor's contact information (e.g., e-mail address, office phone number, office location, fax).
- Instructor's office hours.
- Course description, overview and objective(s).
- If applicable, General Education category/categories met by the course and how the course fulfills those General Education objectives.
- Prerequisites of the course. The instructor should specifically indicate those prerequisites that are critical to success in the class and that are enforceable.
- Grading scheme: whether the course is A-E or S/U graded and overall method by which grades will be determined ("weights" of exams, class participation, etc.).
- Instructors who do not intend to use the full A-E grading scale, including pluses and minuses, must include the scale that will be employed on the syllabus.
- Course requirements, including but not limited to: required textbooks; other required materials, purchases; fees when applicable; projected date and time of class exams, papers, projects, midterm, and final; attendance policies for the class; general paper, project, and test requirements; requirement of Internet for course work, when applicable.
- Safety policies, when applicable.

- Absence policies, including where possible a link to the University's Medical Excuse Policy: ([http://www.albany.edu/health\\_center/medicaexcuse.shtml](http://www.albany.edu/health_center/medicaexcuse.shtml))

The course syllabus may also include such additional information as the instructor deems appropriate or necessary.

Academic integrity: “While it is strongly recommended that faculty specify in their syllabi information about academic integrity, as well as a description of the possible responses to violations, claims of ignorance, unintentional error, or personal or academic pressures are not sufficient reasons for violations of academic integrity. Students are responsible for familiarizing themselves with the standards and behaving accordingly, and UAlbany faculty are responsible for teaching, modeling and upholding them. Anything less undermines the worth and value of our intellectual work, and the reputation and credibility of the University at Albany degree.”  
(University’s Standards of Academic Integrity Policy)