



## Course Syllabi

Requirements for course syllabi are present in a variety of sections in the University Handbook.

Content that must be present in your syllabus includes:

- Course outline ([Chapter 5, Section 8](#)). This is often interpreted as a rough schedule of content and activities.
- Minimum bibliography ([Chapter 5, Section 8](#)). This includes books available through text rental, for purchase, as well as other print/media resources used in content delivery.
- Statement of course objectives and requirements (Course Learning Outcomes, any required assignments). ([Chapter 9, Section 1](#))
- Description of grading system. ([Chapter 9, Section 1](#)) Usually interpreted to mean both a grading scale and a breakdown of the contribution of assignments and exams to the overall course grade.
- Tentative exam schedule. ([Chapter 9, Section 1](#)) Timing of the final exam is determined by the Registrar, and is posted in your course details in AccessPoint when available.
- Clear attendance policy ([Chapter 9, Section 1](#))
  - Course attendance policies and expectations are set by the instructor and should be clearly communicated to students in the course syllabus. Your course attendance policy should align with the [Attendance Policy](#) outlined in the Academic Policy section of the catalog and with the UWSP policy on Absences due to Military Service (found at the bottom of the [Attendance Policy page](#)).
  - The [Universities of Wisconsin has a policy](#) which requires that students' sincerely held religious beliefs be reasonably accommodated with respect to all examinations and other academic requirements. Instructors may want to consult this when creating their attendance policy.
  - Please note that [Student Health Services does not provide notes to excuse students from class due to illness](#).
- Equal access for students with disabilities statement. ([Chapter 5, Section 7](#)) The statement below was developed by DRC.

### **Equal Access and Disability Accommodations**

If you have a condition that may impact your learning and/or participation in course activities, please contact the [Disability Resource Center](#) (DRC). The DRC

will engage in an interactive process with students and identify appropriate academic accommodations and auxiliary services in accordance with the University's legal obligations. Instructors, students, and DRC staff work collaboratively to establish any necessary adjustments or supports. Accommodations are rarely applied retroactively so it is vital that students make timely requests.

Please let me know if you have questions. The DRC is located in 108 Collins Classroom Center and can be reached at 715/346-3365 and [drc@uwsp.edu](mailto:drc@uwsp.edu).

- Generative Artificial Intelligence (AI) Classroom Usage Policy ([Chapter 5, Section 10](#))
  - At a minimum, such policies should outline: the kinds of AI allowed, the purposes for which it may be used, and how it should be acknowledged.
  - CITL provides [example syllabi statements](#) for faculty to consider. You can also consult this [crowdsourced document](#).
- Instructors who have an electronic device policy of any sort must include it on the course syllabus. ([Chapter 5, Section 13](#))