



Policy

UNIVERSITY POLICY AC-46.00-07/26 **NEW**

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Syllabi Policy

RESPONSIBLE OFFICE: Office of the Provost

I. Purpose:

The University of West Florida (University) values clear and timely communication to students regarding course structure and expectations through the creation of a syllabus. The University has adopted a Policy requiring instructors to make syllabi available to students that contain specific information required for Student Success.

This policy does not address course content. What instructors deem important for their courses is governed by academic freedom and best determined by that instructor. This Policy applies to all University syllabi and to all University courses, regardless of level, discipline, or modality of delivery.

II. Definitions:

Additional Resources and Requirements – Any required item(s) for a student to be successful in the course, and in the degree program the course is associated with, that may include, but are not limited to criminal background checks, health screenings, immunization records, and supplies such as scrubs or stethoscopes.

Curriculum Management Database – An electronic system that stores the official course descriptions, student learning outcomes, topics, prerequisites, co-requisites, and general education status for courses. The curriculum database is also the source for the undergraduate and graduate catalogs and provides for the management of courses and programs, including additions, changes, and deletions.

Instructional Materials – Any course materials required for a student to be successful in the course, and in the degree program the course is associated with, that may include, but are not limited to, textbooks, journal articles, lab manuals, software, or supplies not covered by a material or supply fee.

Objectives - Student learning outcomes for the course are established by the department responsible for the course, approved through the University's curriculum change management system, and stored in the curriculum database.

Recommended Materials and Resources – Any optional textbooks, articles, tools, or resources that may support student learning but are not required for course participation or grade determination.

Required Readings – Any reading assignment for students as part of the course. It does not include sources that students independently select for research assignments, literature reviews, or projects where source selection is part of the learning outcome.

Student Expectations – Expectations set by the instructor of record or department for the course. This may include attendance policies, class participation requirements, or ethical codes of conduct established by the program.

Student Performance Measurement and Evaluation – Explanation of the grading scale, weight of course assignments, projects, exams and/or quizzes, participation, and other components proportional to the overall grade for the class. This may also include any provision(s) for make-up exams and assignment policies and procedures, including those regarding participation in University activities and religious holidays.

Syllabus Database – An electronic system that allows for the publication of syllabi to the University community and the general public. The electronic system will be specified by the Office of the Provost and used by all faculty, regardless of rank; for all courses, regardless of level discipline, or modality of delivery; unless otherwise specified the Exemptions section.

III. Policy:

Pursuant to Board of Governors' (BOG) Regulation 8.003 Textbook and Instructional Materials Affordability and Transparency, all current course syllabi must be posted in a publicly accessible location. Starting with the Summer 2026 term, course syllabi must be posted as early as is feasible, but at least forty-five (45) days before the first day of class for each term and remain posted in the database for at least five (5) years.

If courses or course sections are added after the forty-five (45) day period, their syllabi must be posted when the course or course section is added to the student registration system. If instructors are assigned after the forty-five (45) day period, the syllabi and required instructional materials must be posted when the instructor is added to the registration system.

Courses cross-listed as both undergraduate and graduate, or master's and doctoral must construct a separate syllabus for each section. Courses cross-listed at different levels must clearly delineate differentiated student learning outcomes, requirements, assignments, and assessment criteria for each level.

A. At a minimum, all course syllabi must contain the following required components:

1. Information from the official course scheduling system, such as:
 - a. Course Title
 - b. Course prefix and number
 - c. Term and year
 - d. Course Record Number (CRN)

- e. Credit Hours
- f. Prerequisites, co-requisites, and any other enrollment requirements
- g. Description of course modality
- 2. Instructor and/or Graduate Teaching Assistant (GTA) information such as:
 - a. Name(s) of instructor(s), and GTA(s)
- 3. Course Description
 - a. Verbatim course description as published in the Course Catalog
- 4. Student Learning Outcomes
 - a. Verbatim student learning outcomes as stored in the curriculum management database.
 - b. General education learning outcomes are required for general education courses.
 - c. College-Level Writing Learning Outcomes are required for college-level writing courses.
 - d. College-Level Computation Learning Outcomes are required for college-level computation courses.
- 5. Topics
 - a. Verbatim topics as stored in the curriculum management database.
- 6. General Education Statements when applicable
- 7. Required Materials and Resources
 - a. Required and recommended texts and other resources.
 - b. Specific information about items such as classroom response systems, online tools, and other items that are required or recommended.
 - c. Clear explanations of where and how students may access materials and resources provided by the University to all students.
- 8. Required Readings
- 9. Recommended Materials and Resources
- 10. Additional Resources and Requirements
- 11. Academic Integrity
 - a. Course-specific technology and media policies.
- 12. Attendance Policy
 - a. The UWF attendance statement regarding attendance requirements consistent with Federal Financial Aid requirements must be included in the syllabus.
 - b. Additional course-specific attendance and punctuality policies may be included as appropriate.

13. Grading Practices and Policies

- a. An explanation of the grading scheme, make-up exam and assignment policies and procedures. Including any participation in university activities and religious holidays.
- b. Faculty members are encouraged to record all grades in eLearning and follow FERPA Guidelines when distributing grade-related information. This practice ensures students receive prompt feedback and knowledge of their progress.

14. Grade Distribution

- a. Weight of course assignments, projects, exams/quizzes, participation, and other components proportional to the overall grade for the class.

15. Grading Scale

16. Student Use of Generative AI Tools in this Course

17. University-wide Policies and Information

- a. The University shall provide instructors with standardized language for policies and other information that apply to all courses. Examples may include
 - i. Student accessibility resources
 - ii. Inclement weather
 - iii. Military and veteran's resources
 - iv. Other important information and updates

IV. Exemptions:

Individualized courses, such as directed individual studies, internships, theses, dissertation hours, and performances, are exempt from these requirements. Thesis and dissertation hours, directed research, and independent study courses may use a contract of work in lieu of a formal syllabus.

V. Compliance Monitoring:

- a. General Monitoring – The University will monitor compliance with syllabus posting requirements and will use notifications and reminders to support timely posting. When deadlines are missed, and no automatic exemption applies, the responsible academic unit and instructor of record will be notified and asked to correct the issue.
- b. Good Cause Exceptions – Faculty may request extensions to syllabus posting deadlines for good cause, including medical issues, family emergencies, extraordinary circumstances, late course or instructor assignments, or other circumstances beyond the faculty member's control. Such requests should be submitted to the department chair or program coordinator as soon as practicable.

The University shall maintain confidentiality regarding the specific reasons for extension requests.

- c. Addressing Non-Compliance – Repeated non-compliance without good cause may be addressed through existing faculty evaluation processes in accordance with applicable University policies and the Collective Bargaining Agreement. Department chairs must document any repeated occurrences of non-compliance. Any disciplinary action related to syllabus posting must consider whether the University provided adequate support, training, and reasonable compliance timelines.
- d. Nothing in this policy shall be construed to limit faculty authority over course content, pedagogical approach, or instructional methodology.

Approved by: _____ **Date:** _____
President Manny Diaz, Jr.

Authority: Board of Governors Regulation 8.003, Textbook and Instructional Materials Affordability.

History: Adopted July 2026