
UNIVERSITY OF WYOMING REGULATIONS

Subject: Course Syllabus Requirement

Number: UW Regulation 2-117



I. PURPOSE

To establish guidelines for the development and distribution of course syllabi.

II. GENERAL INFORMATION

A syllabus makes clear the expectations and requirements the parties are expected to fulfill.

III. GUIDELINES

- A. The instructor of a course shall provide a copy of the course syllabus to the students at the beginning of the semester.
- B. The syllabus may be distributed via hard copy or by electronic means.
- C. The contents of a syllabus are flexible, but shall include the following:
 - 1. A description of the course, including its purpose, content, and goals;
 - 2. Meeting times and/or schedule of the course;
 - 3. The general requirements and expectations for the course;
 - 4. The instructor's contact information and office hours;
 - 5. Academic dishonesty policies, with a statement or a reference to UW Regulation 6-802 "Procedures and Authorized University Actions in Cases of Student Academic Dishonesty";
 - 6. Grading and attendance policies;
 - 7. A list of required materials, including texts, etc;
 - 8. A statement or a reference to the University Disability Support Services website, which may be found at <http://www.uwyo.edu/udss/information-for-faculty-and-staff/sample-syllabus-statement.html>;

9. If a USP course, include what requirement(s) it fulfills.
- D. Substantive changes made to the syllabus by the instructor during the semester shall be communicated in writing to the students.
 - E. Individual colleges and departments may develop additional guidelines for course syllabi.
 - F. An instructor's failure to comply with this regulation does not relieve a student from the responsibility to meet the academic requirements of the course as determined by the instructor.

Effective Date: July 1, 2018

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

Faculty Senate Bill 312, April 28, 2008; adopted September 12, 2008, Board of Trustees meeting Reformatted 7/1/2018: previously UW Regulation 6-809, now UW Regulation 2-117