

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD5421S
Date of Senate Approval 04/29/2021

Statement of Faculty Senate Action:

FWDC 8: **Revise Syllabus and Class Policies**
Faculty Handbook [Section 5.2.5](#)

Effective Date: Fall 2021

Summary: This document arises from IDC's support for recommended syllabi items to include information on, and link to, UNCA's Bias Incident Reports

Rationale: To respond to the SGA request conveyed in [SSB 020-017](#), IDC supports the resolution to put information about the Bias Incident Report Team on syllabi to raise students' awareness of this document. IDC emphasizes concrete actions and accountabilities in regards to ensuring students' right to resources on racial equity and racial justice are promoted and protected.

Revise Section 5. 2.5 as follows:

Syllabus and Class Policies ([SD0214F](#))

The course syllabus is an essential tool in facilitating effective teaching and learning. It provides an instructor with the opportunity to describe the overall goals and structure of a course, while clearly communicating expectations and responsibilities of students. An effective syllabus helps students understand not only specific course requirements but also how classroom activities fit into a meaningful instructional framework. A complete syllabus should be distributed by the end of the first week of class.

All syllabi for UNC Asheville courses *must* contain the following elements:

- Basic course information: course name and number, room location, days and times of class meetings
- Instructor information: name, contact information, office location and office hours
- The place of the course in the overall curriculum: prerequisites (if any), whether the course fulfills any university requirements or requirements for the major/minor of the course's home department
- Course goals or objectives, including student learning outcomes
- Required and recommended readings or other course materials
- Course requirements: description and due dates (if known in advance) of tests, presentations, and assignments; date and time of final exam
- Grade determination: explanation of how assignments are weighted and how final grades are determined, whether instructor uses +/- grading
- Attendance policy
- Policy regarding academic integrity
- Tentative class schedule, including topics of course and associated dates of their coverage (if known in advance)
- Statement regarding accommodations for students with disabilities, e.g., "UNC Asheville is committed to making courses accessible to persons with documented disabilities. Students requiring reasonable accommodations must register with the Office of Academic Accessibility by

providing supporting documentation. All information provided will remain confidential. For more information, please contact the Office of Academic Accessibility (insert contact information).”

- Other course policies which may include policy on late or missing assignments, use of technology in the classroom, etc.

In addition, *recommended* syllabi elements include:

- A statement that the syllabus is subject to change, and if changes are made, the form through which they will be clearly communicated to students
- Expectations regarding class participation and other classroom behaviors
- Information regarding use of a content management system (e.g., Moodle) and other required instructional technology programs
- Instructor’s pedagogical approach
- Resources for students who are struggling (e.g., Writing Center, tutoring opportunities)
- Inclement weather policy
- [A link to the Bias Incident Report](#)