Undergraduate Syllabus checklist
Undergraduate Course Syllabi in CLAS should include the following:

- ☐ Course number and title
- ☐ Instructor name
- ☐ Meeting time [in Eastern Time Zone], day(s), and classroom/virtual location
- ☐ Faculty availability to students: office/virtual visitation hours, other availability (e.g. students may or may not contact on weekends, on-line appointment scheduler, etc.) Faculty should make themselves available to students weekly for consultation for at least two hours at two different times.
- ☐ Contact information
    - o Office location
    - o Office or preferred phone #
    - o E-mail address
- ☐ Course description: A more detailed description than the catalog summary.
- ☐ Course objectives: A bulleted list of what knowledge, skills, and values students will gain taking this course.
- ☐ Accreditation/Certification requirements (if applicable)
- ☐ Required texts and materials and recommended texts (if applicable)
    - o *We strongly advise all faculty to review the [Affordable Materials Project website](#) for guidance and resources for selecting high quality, affordable materials.*
- ☐ Hardware & software requirements (e.g. Zoom) and how to access them [e.g. create an account or use of code/password to access].
- ☐ Course requirements for assessment of students' learning with percentage or points earned per assignment.
- ☐ Grading System definitions https://www1.villanova.edu/villanova/provost/resources/student/policies/grades.html
- ☐ Course outline/calendar of topics and activities/due dates/dates of midterm and final grading periods. [Villanova Academic Calendar with](#) observed Holiday and breaks.

- ☐ Other Course Policies
    - • Classroom/laboratory safety requirements (e.g. no food in labs, cleaning equipment after use, maintaining appropriate space)
    - • Attendance and class participation policies
    - • Late assignment submissions (if applicable)
    - • Extra credit opportunities (if applicable)
    - • Artificial Intelligence (AI) use in a course and/or assignments; see [Villanova's Guidance on AI Text Generators.](#)
    - • Other expectations as applicable.

→ When providing a digital copy, use a PDF file, which is more accessible across devices.
For more information about syllabus design and writing advice, please see the [VITAL syllabus site](#) and The Chronicle of Higher Education resource, [How to Create a Syllabus.](#)

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Syllabi should also include the following **required** statements on disabilities, learning support, academic integrity, and absences for religious holidays:

- **Office for Access & Disability Services (ADS) and Learning Support Services (LSS)**

  It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. All students who need accommodations should go to Clockwork for Students via myNOVA to complete the Online Intake or to send accommodation letters to professors. Go to the LSS website http://learningsupportservices.villanova.edu or the ADS website https://www1.villanova.edu/university/student-life/ads.html for registration guidelines and instructions. If you have any questions please contact LSS at 610-519-5176 or learning.support.services@villanova.edu, or ADS at 610-519-3209 or ods@villanova.edu.

- **Academic Integrity**

  All students are expected to uphold Villanova's Academic Integrity Policy and Code. Any incident of academic dishonesty will be reported to the Dean of the College of Liberal Arts and Sciences for disciplinary action. You may view the University's Academic Integrity Policy and Code for a detailed description.

  If a student is found responsible for an academic integrity violation, which results in a grade penalty, they may not WX the course unless they are approved to WX for significant medical reasons. Students applying for a WX based on significant medical reasons, must submit documentation and their request for an exception will be considered.

- **Absences for Religious Holidays**

  Villanova University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University's obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors as soon as possible, normally at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. https://www1.villanova.edu/villanova/provost/resources/student/policies/religiousholidays.html

- **Personal Days**

Place the following info after your class attendance policy:

1. <u>Proposed language for syllabus - 50-minute classes meeting three times per week:</u>
In addition to the attendance policy stated above, students are entitled to two excused absences for any reason that may contribute to their personal wellness. Students must advise the instructor by email before class of their intent to utilize a Personal Day as the reason for their absence. A Personal Day will not be approved retroactively. Students may, but are not required, to provide additional information regarding their absence. Additionally, Personal Days may not:

- be used on consecutive class days;
- be used in the same week;
- be used immediately preceding or following a University holiday or break period;
- be used on days when exams, presentations or other major assignments are scheduled.

A Personal Day does not grant an automatic extension for items due. Students remain responsible for all assignments, exams, presentations, etc. due on that date. It is in the instructor's discretion to determine whether any extension is appropriate given individual circumstances.

2. <u>Proposed language for syllabus - 75-minute classes meeting two times per week</u>
In addition to the attendance policy stated above, students are entitled to one excused absence for any reason that may contribute to their personal wellness. Students must advise the instructor by email before class of their intent to utilize a Personal Day as the reason for their absence. A Personal Day will not be approved retroactively. Students may, but are not required, to provide additional information regarding their absence. Additionally, a Personal Day may not:

- be used on consecutive class days;
- be used in the same week;
- be used immediately preceding or following a University holiday or break period;
- be used on days when exams, presentations or other major assignments are scheduled.

A Personal Day does not grant an automatic extension for items due. Students remain responsible for all assignments, exams, presentations, etc. due on that date. It is in the instructor's discretion to determine whether any extension is appropriate given individual circumstances.

Personal Days may not be used for the following: Labs, Clinicals, Internships, Courses that meet one time per week, Fast Forward courses offered by the College of Professional Studies, the online RN to BSN program, Summer Sessions, or graduate/law courses.

For more information: [Villanova University's Class Attendance Policy](#)