

UNCSA Faculty Syllabus Guidelines

Faculty have the responsibility to provide each student in the class with a copy of the course syllabus. The syllabus must be distributed to each student and the Office of the Dean by the first week of classes. A course syllabus must include the following elements:

- Course title and course number
- Faculty name(s)
- Term and year
- Office location
- Office hours
- Phone number
- Email address of Faculty
- Required materials to be purchased
- Supplemental materials
- [Course outcomes consistent](#) with [assessment strategies](#) and/or student learning outcomes as articulated by individual schools or programs.
- Assessment strategies employed shall be jointly developed by the Faculty and the Dean.
- Course outline (If tentative, Faculty should literally state that the syllabus is subject to change with proper notification.)
- Grade determination procedures – identify attendance impact
- Specific safety procedures for all lab classes
- Statement of Accommodations for Student with Disabilities and Learning Resources

The Office of Learning Resources (OLR) facilitates equitable and inclusive access and quality services to students with documented disabilities. The OLR reviews documentation, validates requests for accommodations, and determines eligibility for reasonable accommodation requests. Further, the OLR Office is a resource for the entire UNCSA community and provides comprehensive learning resource support.

To inquire about reasonable academic accommodations, please contact the Director of Learning Resources, J.D. Jackson. Office: Teaching & Learning Center – 2nd Floor, Library Annex. Phone: 336-726-6963. Email: jacksonj@uncsa.edu. For more information on UNCSA's process for serving students with disabilities, visit [Accessibility Resources](#).

- Academic Integrity Policy:

UNCSA is committed to fostering an intellectual, artistic, and ethical environment based on the principles of academic integrity as a critical part of educating artists and citizens. Academic integrity is essential to the success of the University's mission, and violations of academic integrity constitute offenses against the entire UNCSA community.

Students who violate University rules on academic integrity are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the university. Since such academic integrity violations harm the individual, all students, and the integrity of the University, policies on academic integrity will be strictly enforced. For further information please visit the appropriate [High School](#) or [College](#) Handbook.

[Additional Resources](#)

[SLO generator https://learning-objectives.easygenerator.com/](https://learning-objectives.easygenerator.com/)