**UNO Course Syllabus Requirements**

The following checklist outlines university requirements and recommendations for course syllabi. **All UNO teaching faculty are required to post a syllabus in Canvas no later than the first day of the start of academic contract for fall semester, and three working days before the start of spring semester, regardless of course delivery method.** The syllabus must contain, at minimum, all elements found under “Requirements” below. Please revise syllabi accordingly.

Course syllabus information, other than the grading criteria and absence/make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students. Instructors are welcome to customize syllabi to suit their courses and professional style.

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| **Requirements** |
| Course title and number |
| Day, time, and place of class meetings |
| Instructor name |
| Instructor office location and office hours |
| Instructor phone number and email address |
| Student learning outcomes |
| Attendance policy |
| Required/recommended textbooks/learning resources, including ISBN # |
| Course prerequisites (if applicable) |
| Tentative due dates for assignments, projects, tests, final exam |
| Criteria for grading and grading standards |
| For any graduate course being co-taught with an undergraduate course, a separate section on graduate level requirements (e.g., readings, performances, assessments) |
| Statement on student conduct |
| Standard statement on academic integrity\* |
| Standard statement on accommodations for students with disabilities\*\* |
| Standard statement on student verification procedures (ONLINE COURSES ONLY)\*\*\* |
| Assignment/exam proctoring options (ONLINE COURSES ONLY) \*\*\* |
| **Recommendations** |
| Description of what the class will be like, including how the class will be taught and why |
| Description of instructor expectations of students (e.g., reading assignments prior to class, arriving on time, remaining for full class session, participation in discussions, etc.) |
| Description of special procedures for this class (e.g., laboratory rules) |
| Advice on how to read/approach materials, how to study for tests/exams |
| Specific criteria for each graded assignment |
| Statement on incomplete or late coursework, extra credit, etc. |
| Information on student support services (e.g., Learning Resource Center, Library) |

# Syllabus Language for University Policies

The language below is taken from UNO’s governing policies and should be used intact. Text in brackets can be adapted to reflect your courses' specific, related requirements.

**Academic Integrity**

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic misconduct will not be tolerated. Academic misconduct includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Using any AI generated content (such as that generated by language models like ChatGPT) must be authorized specifically and correctly attributed. Refer to the [Code of Conduct](https://www.uno.edu/media/17427) for further information.

[If you have specific requirements for use or nonuse of AI generated content, include that in your syllabus, as indicated in the phrase above “authorized specifically and correctly attributed.”]

**Accommodations**

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Accessibility Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to the [Office of Accessibility Services website](https://www.uno.edu/disability-services).

**Verification and Proctoring**

To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to participate in additional student identification procedures. At the discretion of the faculty member teaching the course, these measures may include online proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees associated are the responsibility of the student.

[Insert your text here to inform your students which authentication measures, and fees if applicable, you have elected to use to verify that the person completing work in your online course is the person registered for that course. You might elect to use Respondus Lockdown Browser and Monitor, which is integrated into our Canvas site, or for high-stakes exams, you might elect to use Proctor U, a fee-based, online proctoring system using live proctors. If you use Respondus, include a statement like the one below to explain equipment requirements. If you use Proctor U, because there are additional costs to the student, you must include the Proctor U statement below.]

Respondus – Online Proctoring in the LMS

The University of New Orleans provides free online proctoring in the Learning Management System through Respondus. You will need access to a computer with a webcam in order to take tests using Respondus. If you do not have one, you may set up an appointment to check one out from the Library here on its website, or by inquiring at the Circulation Desk. Plan to reserve one a day or two ahead of time. For more detail on Respondus and online proctoring, see this student Online Learning at UNO support site.

Proctor U – Live Online Proctoring

The University of New Orleans partners with Proctor U, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam and reliable internet connection. For information on fees see the student Online Learning at UNO support site, and for technology requirements and how to use the proctoring service, refer to UNO’s Proctor U