





## ONE TIME COURSE WAIVER FORM

### UNO Course Syllabus Requirements

The following checklist was developed to outline university requirements and recommendations for course syllabi. All UNO teaching faculty are required to distribute a course syllabus to their students on the first class meeting day as well as **post the syllabus in Moodle** and make each course site available to students (email moodle@uno.edu for assistance). The syllabus must contain, at minimum, all elements found under “Requirements” below. Please revise syllabi accordingly.

The information contained in the course syllabus, 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.

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



## ONE TIME COURSE WAIVER FORM

*\* Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty 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. Refer to the Student Code of Conduct for further information. The Code is available online at <http://www.studentaffairs.uno.edu>.*

*\*\* 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 Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>.*

*\*\*\* 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 on-campus proctored examinations, off-site or 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 information regarding selected authentication measures and fees. If applicable to your course, please include the following Proctor U statement.]**

*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.*