To: UA Faculty  

From: P. Sobecky, Office for Academic Affairs; C. Pagani, UA Graduate School  

Re: Syllabi for Undergraduate and Graduate Courses  

Date: January 15, 2016  

The Office for Academic Affairs extends a warm welcome to UA faculty as the Spring 2016 semester commences.

Per the UA Faculty Handbook [http://facultyhandbook.ua.edu/iv-course-requirements-and-textbooks.html](http://facultyhandbook.ua.edu/iv-course-requirements-and-textbooks.html), faculty are required at the beginning of each course to provide their students with an accurate syllabus.

Accessible syllabi are essential for university assessment, internal program reviews, and university-wide accreditation. OAA and the UA Graduate School remind you to upload and publish your course syllabi on the UA Online Syllabus Management System (OSM) found at [http://syllabi.ua.edu/front/#/](http://syllabi.ua.edu/front/#/)

If you wish to create a UA OSM syllabus link to your Blackboard Learn Course site, see the UA Faculty Resource Center (FRC) instructions at the following link: [http://frc.ua.edu/wp-content/uploads/2013/08/OIRA_syllabus_link-Fall2013.pdf](http://frc.ua.edu/wp-content/uploads/2013/08/OIRA_syllabus_link-Fall2013.pdf)

The faculty handbook states that at a minimum, the syllabus must include the following:

- prerequisites
- course description
- course objectives
- learning goals
- outline of topics covered for the semester
- attendance policy
- grading policy (keep in mind that graduate courses use full-letter grades)
- the policy for making up missed work
- required texts and other course material
- the Statement on Academic Misconduct
- the Statement on Disability Accommodations

The syllabus should also contain the UA’s Severe Weather Protocol and the statement, “The University of Alabama is committed to an ethical, inclusive community defined by respect and civility. The UAct website ([www.ua.edu/uact](http://www.ua.edu/uact)) provides a list of reporting channels that can be used to report incidences of illegal discrimination, harassment, sexual assault, sexual violence, retaliation, threat assessment or fraud.”