

**Florida Gulf Coast University  
Academic Affairs**

**University Guidelines for Course Syllabi**

On the first day of class, instructors are expected to distribute a course syllabus to students (either electronically or in hard copy) and provide a copy to the department chair. The course syllabus must contain the following required course syllabus information. Additional course-related information may be added at the discretion of the course faculty member.

**Required Course Syllabus Information**

1. Course prefix, number, course reference number (CRN), and course title
2. Semester and year
3. College or academic unit offering the course
4. Course credit hours
5. Meeting times and locations
6. Distance Learning/Hybrid Course/Off Campus Course Information (as applicable)
7. Instructor's name and credentials
8. Faculty office number, campus telephone number, email address, and office hours
9. Course description (as approved by University Curriculum Team and listed in Gulflines)
10. Student learning outcomes (as approved by University Curriculum Team)
11. Required, recommended, and optional textbook(s) and other course materials
12. Course outline
13. Evaluation methods, assessment, and grading policy
14. Due dates for papers and projects
15. Policy regarding assignment completion deadlines
16. Attendance policy
17. Special department or college policies (or direct student to where policies can be located)
18. Required University statement regarding academic behavior standards and academic dishonesty (below)
19. Required University statement regarding disability accommodations (below)
20. Required University policy (Policy 4.005) regarding religious holiday accommodations (stated below **and/or** link to university Policy 4.005 at <http://www.fgcu.edu/generalcounsel/policies-view.asp>)

**Recommended Course Syllabus Information**

1. Exam dates
2. Pre and corequisites for the course (as approved by the University Curriculum Team and listed in Gulflines)
3. Statement regarding the level of technology usage
4. Statement on e-mail usage in Gulfmail and/or ANGEL email

5. Statement on the last day to drop/withdraw without academic penalty
6. Course policies such as use of cell phones, PDAs and computers in class, make-up work, etc.

### **Academic Behavior Standards and Academic Dishonesty**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the ***Student Code of Conduct*** and ***Policies and Procedures*** sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>

### **Disability Accommodations Services**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall 137. The phone number is 239-590-7956 or TTY 239-590-7930

### **Student Observance of Religious Holidays**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

In lieu of including the full policy in the course syllabus, provide a link to General Counsel Policies at: <http://www.fgcu.edu/generalcounsel/policies-view.asp>

### **Resources For Faculty**

#### **General Education**

Information on General Education program requirements is available online at [http://www.fgcu.edu/General\\_Education/index.html](http://www.fgcu.edu/General_Education/index.html)

#### **Service-Learning**

## 2/13/09 Senate Meeting Attachment 1

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect/>

### **Distance-Learning**

Information on distance learning courses is available online at <http://itech.fgcu.edu/distance/>

### **Online Tutorials**

Information on online tutorials to assist students is available online at <http://www.fgcu.edu/support/>

### **ANGEL Learning Management System and Demonstration Site**

Information on ANGEL is available online at <http://elearning.fgcu.edu/frames.aspx> and <http://elearning.fgcu.edu/section/default.asp?id=xxxDemosonlinecoursestudent>

### **Library Resources**

Main page: <http://library.fgcu.edu/>

Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>

Research Guides: <http://library.fgcu.edu/RSD/Guides/index.html>

Faculty Support: [http://library.fgcu.edu/faculty\\_index.html](http://library.fgcu.edu/faculty_index.html)

Contact Us: <http://library.fgcu.edu/LBS/about/contactus.htm>