

Loyola University New Orleans Syllabus Template & Policy

(Undergraduate and Non-Law Graduate Courses)

Approved August 19, 2005 – Office of the Provost

The purpose of a course syllabus is to provide the student and the public information regarding the course including course goals and learning objectives, instructor information, required materials and texts, assignments and grading policy and other policies (e.g., attendance, academic integrity, assistance for individuals with disabilities).

The course syllabus is an archival document. The syllabus will be kept on file for an undetermined period of time. Former students and alumni often have reason to access a syllabus years after they have participated in the course. Beginning Fall 2004 all syllabi are maintained within LORA (Loyola's Online Record Access) as a pdf file. It is the policy of the university that the course syllabus is posted within LORA before the end of the first week of classes for all courses and all terms (e.g., fall, spring, spring intercession, summer, etc.). Instructions for posting syllabi are found within LORAFAC (<http://www.loyno.edu/lora>).

Given the long lasting and public nature of these records faculty may wish NOT to include certain information in the LORA version of the syllabus. Only the following information MUST be posted as part of the official university syllabus.

Each course syllabus MUST include the following elements. Other information may be included on the syllabus or distributed as handouts along with the syllabus.

- Instructor's Name
- Office Information (i.e., office location, telephone, email address, office hours)
- Term of the current course (e.g., Spring 2005)
- Class Meeting Times (e.g., MWF 11:30 - 12:20)
- A statement concerning each of the following elements:
 - Course Goals or Course Objectives
 - Expected Student Learning Outcomes (these should be consistent with the learning outcomes specified by the program/department and posted on its Intranet site)
 - Required Texts and any other required materials or course fees (if applicable)
 - Types of Assignments
 - Sequence/Calendar of Assignments
 - Basis for Assigning the Course Grade
- Policy statements covering Attendance/Absences, Late or Delinquent Work, Participation/Behavior expected in class, and Cheating & Plagiarism should also be included.
- The following statement should be included regarding disability services and accommodations:
A student with a disability that qualifies for accommodations should contact Sarah Mead Smith, Director of Disability Services at 865-2990 (Academic Resource Center, Room 405, Monroe Hall). A student wishing to receive test accommodations (e.g., extended test time) should provide the instructor with an official Accommodation Form from Disability Services in advance of the scheduled test date.
- Any other essential information, such as
 - Safety information, or
 - Information for how to access online resources (e.g. Blackboard), or
 - Information about any assignments that must be completed at off-campus locations (e.g. fieldwork, service learning).

Note: If there is any information in your syllabus that is subject to change, you should note that in the appropriate place(s).