**Procedure for Creating and Posting Class Syllabus**

**Procedure Title:** Creating and Posting Class Syllabus

**Department Responsible:** College of Education

**Contact Person and Title:** Senior Associate Dean

**Procedure:** The course syllabus provides expectations to the students; major assignments, exams, and class meetings must be articulated in the syllabus. A comprehensive course syllabus serves as notification to students of their course-related responsibilities and assists external accrediting agencies in understanding how the course relates to overall program, degree, and/or certification requirements.

Students should be provided with a syllabus on the first day of class. Course syllabi must be submitted and published in Simple Syllabus.

**Instructions for Creating a Syllabus using Simple Syllabus**

1. To access your syllabus, you may do so in one of two ways: From within a Blackboard course or by going to <https://ua.simplesyllabus.com>
2. Please insert text for ALL sections that are not pre-populated. These sections are required by the Office of Academic Affairs.
3. When you have completed the syllabus, you must Publish the syllabus. To do so, select the Submit button.
4. The Center for Instructional Technology (CIT) has created a Syllabus Guide and resources. These may be found at <https://cit.ua.edu/technologies/simple-syllabus/>

**What Policy is Connected?** UA Faculty Handbook, Chapter 5, Section IV. UA Syllabus Policy <https://secure2.compliancebridge.com/uat/public/getdocUA.php?file=132>

**Scope:** College of Education Faculty