

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

- a. 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>
- b. Please insert text for ALL sections that are not pre-populated. These sections are required by the Office of Academic Affairs.
- c. When you have completed the syllabus, you must Publish the syllabus. To do so, select the Submit button.
- d. 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