This syllabus guide is intended to help submitters create syllabi that follow FCAS guidelines and University policy for UW CM/Kuali course proposals. This guide only covers what a syllabus should include for UWCC approval and to be in line with University policy. Syllabi do not need to follow this exact format. It is up to the discretion of the instructor and department to add additional information as desired.

For more information on the guidelines that shaped the content of this template and other recommended syllabi language, please visit UW Curriculum Office’s page on [UW Syllabus Guidelines and Resources](https://registrar.washington.edu/staffandfaculty/syllabus-guidelines/). Typical issues that result in UW CM/Kuali send backs were included too.

**Course Title**

**Course Number**

**University of Washington**

**Instructor Name:**

**Instructor Email:**

**Office Hours:**

**Course Description:**

1. Catalog description that is also included in the UW CM/Kuali proposal
   1. Catalog/UW CM Description Style Guide:

* Use serial commas and semicolons
* Avoid parentheses
* Do not use “etc.”
* Write concisely and in the active tense. For example:
  + "Uses" instead of "We will use"
  + "Preparation for" instead of "helps students prepare for"
* Do not use special characters
* No sentence should start with "The course" or avoid "in this course."

1. Logistics to obtain necessary materials and assistance
2. Other learning/intellectual content and additional information

**Mode of Instruction:**

Characteristics of class meetings (online, lecture-based, seminar, etc.)

**Learning Objectives:**

Must include these learning objectives on the UW CM/Kuali proposal.

**Texts:**

List optional and required texts for the course.

**Course Assessment/Expectations:**

1. Explicit description of due dates and type of assessments, including method (points, percentages, etc.) and general criteria (participation, improvement, content correctness, etc.), for each assignment
2. Strategies for success in the course
3. Overall course grading system (absolute scale, curve, etc.), will need to be included in the same way on the UW CM/Kuali proposal.
4. Evaluation details should feature percentages even if in addition to points, for example: “Exams 50%.”
5. Explain if the evaluation details listed applied to all credit options (if a multiple or range course).
6. Students cannot be assessed for their behavior, such as attendance.
7. “In courses where the pedagogy requires that more than 15% of the course grade be based on in-class participation, an assessment rubric is necessary so that students understand what is expected of them.”
8. “Extra credit is discouraged. Should it be used, extra credit opportunities must be offered judiciously and not as a replacement for primary course material.”
9. “Peer evaluation may not replace grading by the instructor; while peer evaluation may be included in a grading rubric, students are not to assign grades to other students.”

**Class Schedule:**

Provide an example or past quarter’s class schedule.

**Religious Accommodations:**

**DO NOT AMEND**

“Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at Religious Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form (<https://registrar.washington.edu/students/religious-accommodations-request/>).”