

## Information Required by the College of Liberal Arts and Sciences

<http://clas.uiowa.edu/faculty/teaching-policies-resources-deo-responsibilities>

In addition to the information required by the University, syllabi in the College of Liberal Arts and Sciences should include:

Every syllabus must also contain important UI and CLAS policies and procedures found on the syllabus **insert** which may be attached as the last page of the syllabus or may be included in the body of the syllabus. Many DEOs simply copy the insert and make it available to all instructors in the department. Faculty may also use their own variations of these statements in the syllabus as long as the same content is expressed and students are given references for additional information.

- A statement indicating that the administrative home of the course is the College of Liberal Arts and Sciences. See the CLAS policy insert.
- A statement referring to the University policy specifying that students are responsible for all official correspondence sent to the UI address (@uiowa.edu). See CLAS policy insert.
- The CLAS Code of Academic Honesty and consequences for academic dishonesty. See CLAS policy insert.
- A reminder that the date and time of a final exam may not be changed. See CLAS policy insert.
- A statement on accommodations for students with disabilities. See CLAS policy insert.
- A brief description of procedures for student complaints. See the CLAS policy insert.
- A statement on the University sexual harassment policy. See CLAS policy insert.
- A statement summarizing where and how class members should seek shelter during severe weather occurring within class time. See the CLAS policy insert.
- For off-cycle courses, please include a reminder of significant deadlines, as stated on the official deadline calendar (<http://registrar.uiowa.edu/course-deadlines>).

**Note:** A syllabus is not required for an independent study, a practicum, a research colloquium, or a similar educational experience.