Motion on Syllabus Standards policy

Faculty members are required to provide by the first day of class, in hard copy and/or on Owl-space, a syllabus that includes the following information:

1. Instructor’s name, office number, and e-mail address
2. Office hours or a statement of either an “open-door” policy or hours by appointment
3. Overall course objectives and expected learning outcomes
4. Grade policies
5. Absence policies
6. List of required texts
7. Special materials required for the class, if any
8. Number of required examinations and papers
9. Statement of expectations regarding course work and the Rice Honor Code
10. A statement encouraging any student with a disability that requires accommodation to contact both the course instructor and Disability Support Services in the Allen Center.

11. It is permissible to include a statement indicating that the information contained in the course syllabus, other than the absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

January 25, 2012