C. Regulations Governing Classes

1. First Class Meeting and Statement of Course Requirements On the first day of the term instructors should distribute course syllabi and reading lists to their classes and make any necessary corrections to their class lists (corrections which are necessary because of dropping and/or adding of the course by students).

Syllabi should state clearly requirements for the course, including

- Policy on class attendance (if any).1[1]

- A description, including scheduled times when possible, of any additional out of class activities, e.g., films, lectures, class trips, that will be required

- A description of requirements including such matters as reading assignments and the number and nature of all written and oral examinations, term papers, quizzes, projects, and any other work that will be required of the student.2[2] Instructors are encouraged to include in the syllabus the due dates for assignments and examinations, especially exams given outside of the regular class meeting time.

- A description of the basis for grading in the course including the weights given to course requirements and class participation.

The course syllabus is a plan rather than a fixed contract and faculty may adjust syllabi as needed during the course of a semester. However, because students do rely on syllabi in planning their own work schedules, faculty should take care in making sure that any adjustments to course requirements or changes in the schedule of required work do not add unreasonably to students' expected workloads. Faculty should also give appropriate advance notice of changes and make reasonable accommodations for students who have legitimate time conflicts because of any changes in the schedule of activities beyond the normal dates and times of the class.

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1[1] There is no University-wide policy concerning class attendance. Faculty members, however, are requested to report to the administrative adviser any student whose continued absence from class, usually three consecutive absences, might give cause for concern for the student's welfare. (See the Catalogue section on Class Attendance regarding resolution of scheduling conflicts and health-related absences.)

2[2] Policies governing final examinations are described in Section IV.D.4.