The following are minimum requirements for all course syllabi. Additional material may be added at the discretion of the faculty member.

- Instructor’s name
- Semester, year, course number, CRN, days and times; location of class
- Instructor’s office hours, office location, and contact information, including UCA phone number and UCA e-mail address
- Brief course description
- Course objectives and requirements
- List of required textbooks and other course material
- Description of all major assignments and examinations with due dates
- Grading policies
- Attendance and drop policy
- The following Academic Integrity statement:

  The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university’s Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student’s acceptance of this university policy.

- The following Americans with Disabilities Act statement:

  The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Office of Disability Support Services, 450-3613.

- The following Building Emergency Plan statement (to be discussed in class/lab during the first week of the semester):

  An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at http://uca.edu/mysafety/bep/. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

- Direct students to familiarize themselves with all policies included in the Student Handbook, particularly the following:
  - Sexual Harassment Policy
  - Academic Policies