



UNIVERSITY OF
BRIDGEPORT

POLICY AND PROCEDURE

TITLE:	Syllabi Archiving Policy
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POLICY STATEMENT:

The purpose of this policy is to establish a systematic and organized process for the storage and retention of course syllabi within the University of Bridgeport Canvas Learning Management System (LMS). This policy applies to all courses regardless of modality or delivery method.

PROCEDURE DETAILS:

Canvas will serve as the official digital repository for storing and accessing course syllabi. Each College requires its faculty members to upload their updated course syllabus to their Canvas course shell prior to the start of the term using one of the provided templates (See Appendix A and B). This will help ensure transparency and consistency in course expectations for students and promote a more streamlined process for institutional record-keeping.

Initial Upload: Faculty members must upload their most recent syllabus to Canvas prior to the start of the term.

Updates: In the event of any changes to the syllabus during the term, faculty members must promptly update the syllabus on Canvas to reflect the modifications. This includes changes to assignments, due dates, readings, and any other relevant information. Faculty must also notify students of the change(s).

Faculty members are encouraged to seek assistance from the Center for Excellence in Learning and Teaching (CELT) or Instructional Design for support or training resources on efficient use of the live syllabus tool in Canvas.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Faculty, Provost's Office, Office of Institutional Effectiveness (OIE), Center for Excellence in Learning and Teaching (CELT), Online Studies/Instructional Design.

HISTORY: Syllabi Archiving Policy created December 1, 2023. Policy and procedure were approved by the Office of Institutional Effectiveness (Date TBD). The policy and procedure were approved by Cabinet (Date TBD). The most recent review and/or revision by the responsible office (April 2025).

EFFECTIVE DATE:	May 6, 2024
RESPONSIBLE OFFICE (ONLY ONE):	Provost's Office
REVIEW DATE:	Policies are reviewed or revised annually by the responsible offices. Reviewed or revised policies and procedures shall be sent to the OIE during the annual review process, held during the summer semester.

APPENDIX:

(See attached for syllabi templates)

Current procedure (from Faculty Handbook):

Teaching Duties and Responsibilities, Sec 2, p. 4): Updating syllabi according to the master course syllabus, uploading the syllabus to Blackboard prior to the class start, and sending an electronic copy to the department by Census Day.



Course Title

Course Code/ Section Number – Credit Hours

Day(s):

Time(s):

Classroom:

Instructor:

Office Hours:

Office Location:

Phone:

Email:

The University of Bridgeport and its faculty are committed to enhancing diversity, equity, inclusion, and belonging in all facets of community life and to promoting an optimal environment for learning which encourages engagement, authenticity, and respect. Diversity in the classroom—in race, gender, sexual orientation, religion, language, ability, veteran status, place of origin, etc.—is an asset to our learning experience. Students play a vital role in the ongoing conversation about how to make the campus a place for community learning.

Prerequisite/Co-requisites:

Course Description

- Provide the catalog description of the course, approximately a paragraph in length.
- Provide the Carnegie credit hour statement and/ or a statement about time commitment requirements.
- Include a Canvas use statement.

Required Learning Materials and Text(s)

- This information should be in the citation format supported in your discipline (APA, MLA, etc.).
- (Optional) Include ISBNs and/or pictures of the text.
- Include Information about required technology, if applicable (e.g., calculator, laptop, software/apps).

Recommended Text(s)

- This information should be in the citation format supported in your discipline (APA, MLA, etc.) including ISBN and or images.

Course Goal

- Provide a brief statement that describes the overarching purpose of the course to the student, approximately one sentence in length.

Student Learning Outcomes

- List the main outcomes for the course that students should learn by the end of the course OR include a table mapping the student learning outcomes to the assessment methods. Approximately 5-7 outcomes are recommended using Bloom's taxonomy or another taxonomy applicable to a specific field.

Learning Activities, Course Expectations, and Grading Policy

List the graded categories for the course and their assigned percentages of the entire course grade. Example:

• Professionalism/Participation	10%
• Class Assignments/Homework	15%
• Quizzes	10%
• Project	5%
• Research Paper	10%
• Tests	25%
• Final Exam	25%
Total	100%

- List any grade requirements from the course or program. For example, students must complete this course with a 73% or higher in order to advance to the next level course or students enrolled in this program must maintain a 2.7 GPA throughout their program of study.
- Include additional information about grading policy, if applicable (e. g. dropping lowest grades, etc.)
- If appropriate, provide a description of learning activities in the grading policy to provide students with an understanding of the expectations of the course work. This could include broad descriptions of each category or specific details such as assessment directions or references to rubrics.

Final grades are assigned by the instructor based on the University of Bridgeport Grade Scale published in the catalog.

UB grade scale and/or Insert Program grade scale

	A: 93% – 100%	A-: 90% – 92%	
B+: 87% – 89%	B: 83% – 86%	B-: 80% – 82%	
C+: 77% – 79%	C: 73% – 76%	C-: 70% – 72%	
D+: 67% – 69%	D: 63% – 66%	D-: 60% – 62%	F: below 60%

Course Outline OR Course Schedule*

- Provide a breakdown with weeks (Modules) of the following:
 - Lecture/discussion topics
 - Assignments
 - Dates of quizzes, papers, tests, final exam, etc.
 - Include dates of holidays – no class

Dates	Topic(s) Covered	Assignments/Reading to be completed before class	Assessment Schedule

****This syllabus is subject to change at the discretion of the instructor.***

Instructional Objectives

- If applicable, list any instructional objectives related to topics or lectures for your course.

Accreditation Information

- If applicable, provide any accreditation statements you may need to include for your program.

Class Policies

- List class expectations regarding your class policies. This could include students' personal technology usage, material students need to bring to class, breaks, food or beverages, Canvas, other technology used for the class, etc. **The attendance policy should also be listed in this section.** Your attendance policy could include the number of absences with or without acceptable reasons, tardiness and leaving class early, missed due dates including information about making up quizzes, tests, and assignments.
- As per university policies, attendance is tracked through Canvas.
- Lab /Fieldwork Safety Information (as relevant) (Department/Program Specific)
- Clinical Practicum policies (if applicable)

UNIVERSITY OF BRIDGEPORT POLICIES AND STUDENT SERVICES

This course adheres to all policies outlined in the catalog and in the Key to UB.

General academic policies of the University of Bridgeport can be found on the University web site at and in the University catalog at <https://www.bridgeport.edu/academics/course-catalog>

Student services information can be found on the University of Bridgeport website at <https://www.bridgeport.edu/student-experience/student-success/> and in the Key to UB at <https://www.bridgeport.edu/key-to-ub/>

ACADEMIC HONESTY STANDARDS

The University of Bridgeport is committed to fostering an environment of academic integrity, mutual respect and individual responsibility. We are a community that values the voice of students in their pursuit of academic excellence and personal growth. By choosing to be a member of this community, each student demonstrates respect for the core values of trust, honesty and ethical behavior and commits to upholding these standards.

Please refer to the *Student Handbook (Chapter 2 of "Key to UB"* <https://www.bridgeport.edu/key-to-ub/chapter-2-academic-standards#integrity>) to become familiar with the academic honesty standards expected of all students, including a definition of plagiarism. Claiming ignorance will not be considered a valid defense. All types of academic dishonesty (including but not limited to plagiarism, the use of illicit aid or internet resources during the examinations, giving or receiving aid on any examination, copying another student's work, utilizing unauthorized web-based services to complete assignments, providing a false excuse for missing a test) are inexcusable and will result in a report to the Provost's Office and appropriate disciplinary action.

- Consequences for undergraduate programs include a failing grade for the assignment or test (first violation), a failing grade for the entire course (second violation), and dismissal from the University for no less than one year in case of a third violation.
- Consequences for graduate programs include a failing grade for the exam or assignment (first violation), and a failing grade for the examination or course and dismissal from the university for no less than one year in the case of a second violation.

The number of violations accrues to each student during total time as a University of Bridgeport student at any level.

STUDENT ACCESSIBILITY SERVICES

<https://www.bridgeport.edu/student-accessibility/>

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, and Connecticut State Laws, Student Accessibility Services (SAS) at UB provides reasonable accommodations to reduce the impact of disabilities on academic functioning or other life activities in the University setting.

Student Accessibility Services (SAS) offers a private and confidential atmosphere for students to talk about their disabilities and accommodations requests. In order to begin the process of requesting accommodations, students can contact Student Accessibility Services (SAS) at (203) 576-4104 or email accessibilityservices@bridgeport.edu.

A List of Student Resources can be found under [Student Affairs](#).

APPENDIX B: Syllabus Template B



Course Title

Course Code/ Section Number – Credit Hours

DAY(S):	TIME(S):	CLASSROOM:
INSTRUCTOR:	OFFICE HOURS:	OFFICE LOCATION:
PHONE:		EMAIL:

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Dates	Topic(s) Covered	Assignments/Reading to be completed before class	Assessment Schedule
		●	●
		●	●
		●	●
		●	●
		●	●
		●	●
		●	●
		●	●
		●	●
		●	●
		●	●

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