

University of Kansas Syllabus Boilerplate Language and Resource Guide

Last Updated: July 31, 2023

This document provides links to policies and other resources, as well as boilerplate language, that may be helpful when creating a course syllabus as required by the University of Kansas Syllabus Policy. Please note the below excerpts are partial information. Accordingly, it is best practice to review the source material in entirety for complete and accurate information.

University of Kansas / Kansas Board of Regents

Credit Hour Definition (All University):

- A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
 - One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
 - At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work including simulation, online/distance/hybrid courses, standardized patient experiences, preceptor visits, internships, practica, studio work, independent study, and other academic work leading to the award of credit hours.

Institutional Learning Goals (All University):

- KU's Institutional learning goals are intended to create a visible conceptual structure around assessment efforts that are already occurring and are an externalization of the university's values around student learning.

KU Core (All University - undergraduate programs only):

- The KU Core is designed to yield fundamental skills, build a broad background of knowledge, generate capacities and opportunities for blending and creating ideas, strengthen an appreciation of cultural and global diversity, and cultivate ethical integrity.
 - Goal 1: Critical Thinking and Quantitative Literacy
 - Goal 2: Communication
 - Goal 3: Breadth of Knowledge
 - Goal 4: Culture and Diversity
 - Goal 5: Social Responsibility and Ethics
 - Goal 6: Integration and Creativity
- [KU Core Curriculum](#)

KU Statement on Diversity & Inclusion (All University):

- As a premier international research university, the University of Kansas is committed to an open, diverse and inclusive learning and working environment that nurtures the growth and development of all. KU holds steadfast in the belief that an array of values, interests, experiences, and intellectual and cultural viewpoints enrich learning and our workplace. The promotion of and support for a diverse and inclusive community of mutual respect require the engagement of the entire university.

Nondiscrimination, Equal Opportunity, and Affirmative Action (All University):

- In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination statutes, the University of Kansas prohibits discrimination.
- The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities. Retaliation is also prohibited by university policy. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Director of the Office of Civil Rights and Title IX, civilrights@ku.edu, Room 1082, Dole Human Development Center, 1000 Sunnyside Avenue, Lawrence, KS 66045, 785-864-6414, 711 TTY (for the Lawrence, Edwards, Parsons, Yoder, and Topeka campuses); Director, Equal Opportunity Office, Mail Stop 7004, 4330 Shawnee Mission Parkway, Fairway, KS 66205, 913-588-8011, 711 TTY (for the Wichita, Salina, and Kansas City, Kansas medical center campuses).

Sexual Harassment (All University):

- The University prohibits sexual harassment, which also includes sexual assault, domestic violence, dating violence, and stalking.
- The University prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by this policy or by Title IX of the Education Amendments of 1972, or because the individual has made a report or complaint of sexual harassment, or testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and related procedures.
- The University prohibits individuals from making materially false and bad faith reports of sexual harassment, as well as making materially false and bad faith statements in the course of any investigation, proceeding, or hearing under this policy and related procedures.

Statement of Commitment to Integrity and Ethical Conduct (All University):

- The University of Kansas is committed to upholding our core institutional values, including: Integrity; Excellence in the pursuit of our mission; Commitment to

excellence and academic freedom; Advancement and innovation in the pursuit of research and instruction; Academic freedom, freedom of expression, and respectful and transparent communication; Diversity, equity, and inclusion; Safety, security, and sustainability; and Service and stewardship. KU is fully committed to these values in everything we do. All members of our university community are expected to fulfill ethical and other professional standards at all times. Additionally, we abide by federal and state laws and other regulations, as well as follow policies set by the Kansas Board of Regents and the university.

Statement on Freedom of Expression (Kansas Board of Regents):

- Freedom of speech is a right guaranteed in our Constitution, and it is a particularly significant value in higher education. Last year, the Kansas Board of Regents and student leaders at state universities expressed the importance of highlighting the right of free expression among students at our institutions.

During the past months, the Board office has worked with students and institutional leaders to develop a statement that asserts the value of students' First Amendment rights and our commitment to upholding those rights. In March, all nine Regents signed the statement and this month directed state university leaders to ensure that their institutional policies align with the values and legal parameters expressed in that document.

While our statement merely reasserts rights that have been protected for centuries under the United States' Constitution, it is nonetheless a critical step to re-affirm our unwavering support for those rights.

Many of us share an ardent desire for respectful dialogue, but a desire for civility alone cannot override the Constitutional right of students to express their views. A university does not have to endorse the views of every student, and indeed there will be some views that campus leaders and the broader campus community may find abhorrent. But as governmental entities, our universities must generally respect the rights of students to express themselves freely without fear of repercussion.

Free speech does not need guardrails because it is its own guardrail. A student has the right to express an idea that other students may find offensive, and those other students have the right to express how offensive they find that idea to be. Public entities have no right to step in and police exchanges of protected speech, and it is better that way. Students are smart, capable and passionate and can evaluate the opinions of their fellow students on the merits of the arguments they make.

Respecting the rights of students to freely express themselves does not mean that we cannot promote civil discourse through our own example. Campus leaders and faculty have an opportunity to model productive disagreement and mutual respect. But we do not have the authority to interfere with the protected free speech of our students.

In centuries of case law, only a few narrow exceptions to free speech rights have been identified. Those include true threats and targeted, unlawful harassment. The Regents' statement acknowledges that these rare exceptions exist. The Board also

did not attempt to parse free speech rights in a classroom setting, where students retain rights to express their views, but not to the extent that it inappropriately hinders the delivery of instruction.

Weapons Policy, Including Firearms (All University):

- **Concealed Carry:** Beginning July 1, 2017, any individual who is 21 years of age or older, and beginning on July 1, 2021, any licensed individual who is 18-21 years of age, and who is not prohibited or disqualified by law and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on University campuses, including all facilities owned or leased by the University, except (1) on the Kansas City, Kansas campus of the KU Medical Center in the Health Care District; (2) in buildings and public areas of buildings for which adequate security measures are provided or, (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the University may be authorized access through a restricted access entrance only pursuant to a University screening process that is compliant with the provisions of the PFFPA.

KU Lawrence Campus (KULC)

Academic Misconduct (KULC):

- **USRR 2.7.1:** Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

Accessible KU – Content Accessibility (KULC):

- The primary aim of this site is to provide faculty assistance in creating or converting online instructional materials to be accessible to the widest audience possible. The same techniques to make course content accessible can be used by anyone who has responsibility for creating public documents, videos and websites. We encourage all faculty and staff to proactively use these tools so that all public materials are accessible for anyone.
- The University of Kansas has a diverse student body, including students with visual, hearing, physical and learning disabilities. KU is committed to providing a campus climate that sustains attention to the Americans with Disabilities Act (ADA) and to provide an inclusive learning environment for all students.

Change of Grade (KULC):

- Grades cannot be changed after they have been submitted to the University Registrar except in certain cases specified by University Senate Rules and Regulations at <https://policy.ku.edu/governance/USRR#art2sect3>.
- **USRR 2.4.1:** Unless the provisions of 2.3.2 obtain, no change in a grade shall be made after it is filed with the University Registrar except upon the official request of the faculty member in charge of the course. The request must be made within one calendar year of the original grade due date for the semester in which the course is taken. The Registrar shall notify the chairperson of the department in which the course is given, with a copy to the originating faculty member. Such a change may be made only if (1) the original grade resulted from an error, or (2) the original letter was I or P or (3) due to sanctions imposed in the case of academic misconduct. In any of these cases, the change of letter shall not include the change to a W. For purposes of this provision, an official request includes an electronic request through online processes developed by the Registrar.

Code of Student Rights and Responsibilities (KULC):

- The Code of Student Rights and Responsibilities outlines the rights of students and many of the standards of conduct expected within the University of Kansas community.

Commercial Note-Taking Ventures (KULC):

- To provide information to help instructors determine whether or not to allow the taking of notes for commercial purposes in their classes.

Counseling and Psychological Services – CAPS (KULC):

- CAPS Personal Counseling Services can help students with issues related to adjusting to college and other psychological, interpersonal, and family problems. Individual sessions, group sessions and psychiatric services are available.

Examinations, Quizzes and Tests Other Than Final Examinations (KULC):

- **USRR 1.4.5:** Students impacted by sexual assault, intimate partner violence, dating violence, or stalking may be excused from being present for scheduled examinations, quizzes, and tests other than final examinations. The instructor and student shall come to a mutually agreeable method of making up the missed examinations. Students or appropriate student designees should initiate discussion with the instructor prior to the examination/quiz/test, and they may request assistance for supportive measures from a third party (potentially third-party entities include, but are not limited to, the Care Coordinator, the Office of Civil Rights and Title IX, or Student Affairs). In addition to providing these supportive measures, instructors are also mandatory reporters.

Final Examination Schedules (KULC):

- **USRR 1.3.2:** A Comprehensive Final Examination is defined as an examination that tests over class content covering the entire term. A Section Examination is defined as an examination that tests over class content covering a unit, section, topic or part of the term, but does not cover the entire content of the class.

- **USRR 1.3.8:** Students impacted by sexual assault, intimate partner violence, dating violence, or stalking may be excused from being present for the final examination. The instructor and student shall come to a mutually agreeable method of making up the missed examination. Students or appropriate student designees should initiate discussion with the instructor prior to the examination/test, and they may request assistance for supportive measures from a third party (potential third-party entities include, but are not limited to, the Care Coordinator, the Office of Civil Rights and Title IX, or Student Affairs). In addition to providing these measures, instructors are also mandatory reporters.

Field Trips Policy (KULC):

- A field trip is an educational off-campus excursion that is part of a credit-bearing academic course or program. The University recognizes two types of field trips, mandatory and optional. A mandatory field trip is linked to course learning objectives, noted in the syllabus and/or course catalog description, and a student must have special permission regarding absence. Optional field trips may or may not be listed in the syllabus and cannot negatively impact a student's grade if the student chooses to not participate. All field trips, whether mandatory or optional, are University sponsored events and, as such, all relevant University policies, and state and federal laws apply to field trip participants. This policy applies to mandatory and optional field trips unless otherwise noted. Field trips do not include internships, study abroad, service-learning assignments for individual students, on-campus excursions, or trips by co-curricular groups.

KU Writing Center (KULC):

- Writers need feedback, sounding boards, and other people to coach them while they compose. That's where the KU Writing Center comes in. It's a place for productive talk about writing, with trained peer consultants to help you brainstorm, draft, and revise your projects.

Mandatory Reporting (KULC):

- To describe the obligation and process for reporting complaints of discrimination on the basis of race (including racial harassment), color, ethnicity, religion, sex (including pregnancy, sexual harassment, and sexual violence), national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information.

Racial and Ethnic Harassment (KULC):

- The University prohibits racial and ethnic harassment. Racial and ethnic harassment is a form of illegal discrimination and is contrary to the nature and mission of our institution. It may take many forms, from outright criminal acts (e.g., assault and battery, vandalism, or destruction of property) to anonymous, malicious intimidation.

Recorded Evaluation of Student Performance (KULC):

- **USRR 2.1.4:** Students impacted by sexual assault, intimate partner violence, dating violence, or stalking may request supportive measures for their coursework from faculty. To request these measures, students or appropriate student designees may enlist the assistance of a third party of the student's choosing (potential third-party

entities include, but are not limited to, the Care Coordinator, the Office of Civil Rights and Title IX, or Student Affairs). If the parties cannot come to an agreement, they can reach out to the Ombud's Office to consider their options, including mediation. In addition to providing these supportive measures, instructors are also mandatory reporters.

Religious Observances (KULC):

- [Religious Observances](#) (see DEIB website for additional information)
- **USRR 1.4.3:** Examinations and tests other than final examinations should not be scheduled in conflict with mandated religious observances. In order to ascertain in a given class if a scheduled examination conflicts with a mandated religious observance, at the beginning of the semester the instructor shall ask students who may be affected to identify themselves privately so that a make-up examination may be scheduled at a mutually acceptable time.
- Students who plan to observe religious holidays should submit the Religious Accommodations Form below to inform instructors of the day(s) they intend to be absent due to religious observance. You should submit the form for each course and each holiday within the first 20 days of class. Doing so allows enough time for you and your professors to prepare accordingly and/or have a discussion to “reach a mutually acceptable solution.”

University Academic Support Centers – Instructor Center (KULC):

- The Instructor Center serves as a central hub designed to provide faculty and instructors at KU with essential information about the accommodation process. The best way to ensure equal access for all students is for instructors to design courses with accessibility in mind. In the Course Accessibility section below, instructors will find information on making specific parts of their courses accessible--such as online content, media, and print resources.

University Academic Support Centers – Resources (KULC):

- University Academic Support Centers provides a variety of academic support programs designed to support learning for all KU students.

University Academic Support Centers - Syllabus Statement (KULC):

- **Recommended Syllabus Statement:** "The Student Access Center (SAC) coordinates academic accommodations and services for all eligible KU students with disabilities. If you have a disability for which you wish to request accommodations and have not contacted SAC, please do so as soon as possible. They are located in 22 Strong Hall and can be reached at 785-864-4064 (V/TTY). Information about their services can be found at access.ku.edu. Please contact me privately in regard to your needs in this course."

University Excused Absences (KULC):

- **USRR 2.2.1:** The responsibility for class attendance rests with individual students. Students are expected to attend classes regularly and meet all requirements set by the instructor. Students are responsible for planning their schedules to avoid excessive conflicts with course requirements. Attendance policies may vary for individual instructors and shall be included in the course syllabus. The provisions of

Section 2 shall not apply where an accrediting body requires a school to adopt policies requiring regular class attendance.

- [Excused Absences Policy Workflow \(KULC\)](#): (see document for guidance)

University Senate Rules and Regulations (KULC):

- To articulate University Senate Rules and Regulations

KU Medical Center (KUMC)

Academic Misconduct (KUMC – School of Health Professions):

- Giving, receiving, or utilizing unauthorized aid on examinations, assignments, preparation of notebooks, themes, reports, projects, and/or other assignments or undertakings
- Misrepresenting the source of academic work
- Copying from a textbook or class notes during a closed book exam
- Taking a test or writing a paper for another student
- Securing or supplying in advance a copy of an exam without the knowledge and consent of the instructor
- Using non-approved technology during an exam
- Falsifying clinical hours or student data
- During clinical education, engaging in any unprofessional behavior, inappropriate acts or omissions which place the patient in jeopardy
- During clinical education concealing and not reporting any illegal, unethical, fraudulent or incompetent acts of others
- During clinical education, committing any breach or violation of the confidence of a person being served
- Committing unethical practices in conducting and/or reporting research.

Academic Misconduct – Professional Integrity System Blueprint PROFITS (KUMC – School of Nursing):

- The Professional Integrity System (PROFITS) of the University of Kansas School of Nursing affirms the core values that uphold and promote academic integrity. Academic integrity is characterized by the adherence to the basic and fundamental human values of honesty, trust, respect, fairness, and responsibility in the academic setting. Academic setting includes formal and informal settings of classroom, clinical, testing, laboratory, research, and all scholarly endeavors. Student behaviors that violate the above core values in the academic setting threaten academic integrity. Academic misconduct compromises the core values of the academic community. It undermines the process of knowledge acquisition, creation, sharing and evaluation. This academic misconduct policy applies to classroom, online and clinical courses. The full policy is provided as Appendix B in Section XII of this document.

Academic Misconduct – (KUMC – School of Medicine)

- The University of Kansas School of Medicine is committed to maintaining fair and standardized processes in addressing any student violations of academic or professionalism standards. In addition to the procedures outlined in the School of Medicine Faculty Bylaws, the Academic and Professionalism Committee (APC) requires the recusal of committee members in any circumstances in which they have a conflict of interest.

Academic Misconduct – (KUMC – Graduate Studies)

- One goal shared by the graduate programs at the University of Kansas Medical Center is to provide a seminal educational environment in which a student can master a special field of knowledge and strive to develop competence in independent scholarship and research to make original contributions to knowledge. In achieving that goal, there is an expectation by the University of Kansas Medical Center that the graduate faculty and their students will conduct themselves with high integrity and professional ethics. Such conduct by a graduate student must include adherence to the written and observed or taught guidelines for ethical standards of the profession for which the student is seeking to enter.

Attendance (KUMC – School of Health Professions):

- The University of Kansas has no policy on class attendance, however, students are responsible for material presented in class and for any announcements made in class regarding changes in schedule, class content, location or similar information. The various programs in the School of Health Professions are allowed to establish their own regulations regarding class attendance and attendance at clinical and community sites. Please see your department or program student handbook for this information.

Attendance (KUMC – School of Nursing):

- The University of Kansas has no policy on class attendance however, students are responsible for material presented in class and for any announcements made in class regarding changes in schedule, class content, location or similar information.

Attendance (KUMC – School of Medicine):

- Students may be excused from mandatory sessions due to serious health issues, family emergencies, family health conditions, religious observances (see also religious accommodation policy), pregnancy-related complications, or welcoming a child through childbirth, adoption or foster care (see also [Childbirth Accommodation Policy for Students](#)), death of a close family member, or other as deemed appropriate, or for medical school related activities. In these circumstances, the student must notify the Senior Associate Dean for Student Affairs or appropriate campus office prior to the course, if possible. The student may be required to provide documentation to support the reason for the absence. The campus office will review the material and inform the appropriate course director, clinical skills instructor or small group leader if an excused absence has been granted. The faculty member will then arrange with the student a makeup date for any required activity or examination missed.

Attendance (KUMC – Graduate Studies):

- The Office of Graduate Studies may grant a leave of absence (LOA) from an academic program for up to one academic year, with the possibility of extension. The student must complete the official Leave of Absence Checklist. A leave of absence may be granted in extraordinary circumstances (e.g. cases of illness, emergency, financial hardship, military leave, pregnancy/childbirth), to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals.

Counseling and Educational Support Services (KUMC):

- Providing educational and behavioral health support to students, medical residents and fellows.

Grade Policies (KUMC – School of Health Professions):

- Undergraduate Programs: The letters A, B, C, D, I, F (and S and U for certain approved courses) are used in the School of Health Professions. Departments may have specific policies about the requirements and outcomes for particular grades; students are responsible for this information. All other regulations on grading specified in the Handbook for Faculty.
- Graduate School: The minimum criteria for grading is outlined in the Handbook for Faculty; the department may select higher criteria for graduate school performance.

Grade Policies (KUMC – School of Nursing):

- All courses designated "NURS" or "NRSG" must be completed with a grade of C or better to meet requirements for graduation. All undergraduate clinical/practicum courses must be completed with a "satisfactory" to meet requirements for graduation. No student will be allowed to graduate with an "unsatisfactory" in a clinical course.
- Theory courses are graded on a letter-grade basis. Undergraduate clinical and skills courses are graded on a satisfactory/unsatisfactory basis. Nursing electives with a clinical component may be graded with a combination of letter grades and satisfactory/unsatisfactory or letter grade only. Grades in graduate theory courses and clinical/practicum courses are letter grades. The faculty member(s) for each course establishes the minimum requirements for each letter/satisfactory grade.

Grade Policies (KUMC – School of Medicine):

- Students wishing to contest a grade or evaluation must submit a request in writing to the course/clerkship director. All requests for consideration must be submitted within 30 days of the posting of the grade by the Registrar and must contain the rationale for the challenge.

Grade Policies (KUMC – Graduate Studies):

- Grading scales are assigned on a course-by-course basis. The grading scale selected for a course must be appropriate to the course type and to the students and programs that the course serves. It is expected that designated thesis, dissertation, capstone courses, and their approved equivalent courses will be graded using the A, B, C, D, F, P scale. The I grade is not appropriate for enrollment in thesis, dissertation, capstone projects, or research courses and is not allowed.

Religious Accommodation Policy (KUMC):

- A reasonable accommodation is one that eliminates the conflict between a student or employee's religious beliefs or practices and the program or job requirements, without causing an undue hardship to KU Medical Center. A reasonable religious accommodation may include, for example, time for prayer during the work day, the ability to attend religious events or observe a religious holiday, allowing religious dress, grooming or symbols, and other modifications to University policies or procedures that are necessary to allow for a student's or employee's participation in their religious beliefs or practices that are reasonable and do not cause an undue hardship.

Student Handbook (KUMC):

- Students are governed by the policies and procedures in both the school's student handbook and their program-specific student handbooks, along with the graduate studies handbook for those in programs at the graduate level.

Syllabus Statement for Accommodations (KUMC):

- **Recommended ADA Syllabus Statement:** The University of Kansas Medical Center is committed to a culture of inclusion and equal access for students with disabilities. Any student who believes they may need an academic accommodation due to a disability should contact the Office of Academic Accommodation Services (AAS) to request reasonable accommodations by completing the Academic Accommodations Intake Form. Ms. Cyn Ukoko will work with you to explore your options. Contact her at cukoko@kumc.edu, by phone at 913-945-7035 or visit the office located in Dykes Library 1040.

Writing Services (KUMC):

- The KU Medical Center Writing Center seeks literacy development that supports a vibrant and inclusive writing culture. Through individual consultations, presentations, and workshops, the center demystifies writing conventions and processes. We welcome all students and aim to celebrate and foster everyone's unique perspective, voice, and experiences.