

## FALL 2022 COURSE SYLLABUS TEMPLATE

This template of course meetings for the fall term 2022 is available for faculty as they plan for fall teaching. Additional information, including links to the full calendar for AY 2022-2023, is available on the Office of the Registrar's website under [Academic Calendar and Deadlines](#).

The Office of the Dean of the College makes a number of resources available for faculty as they prepare their course syllabi, including the following:

- [Sample syllabi language](#) for communicating University policies around attendance, late work, academic resources, and more (requires faculty or staff NetId and password)
- [Sample guidelines for students around academic integrity](#), including specific policies around collaboration
- [Information about course policies and practices](#), including best practices for student support and wellbeing
- Detailed information about [grading in undergraduate courses](#)
- Ongoing faculty resources and individual faculty consultations available through the [McGraw Center for Teaching and Learning](#)

### ACCESSIBILITY

We also ask faculty to ensure that their syllabi are accessible for users who need visual assistance – for instance, through screen reader software. The format in this template has already been adapted for accessibility purposes; the following are recommended best practices for new documents:

- Construct lists with bullets or numbers so they are easy to access.
- Construct hyperlinks with meaningful descriptive text. Including both the descriptive link and the actual URL ensures that students using both paper and electronic formats of your syllabus will be able to use the link.
- Use consistent font formats. All headings should be formatted using “Heading 2” or “Heading 3” and text should be formatted as “Normal.” If you add additional headings or paragraphs, follow this formatting to ensure that the document is accessible.
- If you use a table format on a syllabus, be sure that it can easily be read by adding alternative text headings. To do so, right click (on PC), or control click (MAC) on the table, select “Table properties” and then select the “Alt text” tab. Enter text in the description window to describe the intended meaning of the table. Avoid blank rows, columns, & merged cells.

## SCHEDULE OF COURSE MEETINGS

Week 1: Tuesday, September 6 - Friday, September 9, 2022

**No classes on Monday, September 5 due to the Labor Day Holiday**

Week 2: Monday, September 12 - Friday, September 16, 2022

Monday, September 12 is the first meeting of classes and seminars held on Mondays

Week 3: Monday, September 19 - Friday, September 23, 2022

Tuesday, September 20 is the Add/Drop deadline for Undergraduate courses

Week 4: Monday, September 26 - Friday, September 30, 2022

Week 5: Monday, October 3 - Friday, October 7, 2022

Week 6: Monday, October 10 - Friday, October 14, 2022

Midterms Examinations held (if applicable)

***\*\*\*Fall Recess begins at the end of classes on Friday, October 14  
and runs through Sunday, October 23\*\*\****

Week 7: Monday, October 24 - Friday, October 28, 2022

Week 8: Monday, October 31 - Friday, November 4, 2022

Week 9: Monday, November 7 - Friday, November 11, 2022

Week 10: Monday, November 14 - Friday, November 18, 2022

Week 11: Monday, November 21 - Tuesday, November 22, 2022

**Note that Tuesday, November 22 will follow a Friday schedule.**

In years in which the fall term begins after Labor Day, the Tuesday of Thanksgiving week follows a Friday meeting schedule in order to ensure that all Friday classes meet twelve times.

***\*\*\*Thanksgiving Recess begins at the end of classes on Tuesday, November 22  
and ends on Sunday, November 27\*\*\****

Week 12: Monday, November 28 – December 2, 2022 *(This week is the final scheduled meeting for Friday courses.)*

Week 13: Monday, December 5 - THURSDAY, December 8, 2022

### **Fall 2022 Dates and Deadlines for End-of-Term Assessments**

**Reading Period:** Friday, December 9 - Friday, December 16, 2022. Note that faculty may hold supplementary course meetings during this period.

**Dean's Date:** December 16, 2022. All final papers, projects, or problem sets should be submitted by this date. Extensions for final work beyond this deadline require approval from a student's Dean or Director of Studies and the course instructor.

**Fall Final Examinations:** Saturday, December 17 - Friday, December 23, 2022.