

SPRING 2023 COURSE SYLLABUS TEMPLATE

This template of course meetings for the spring term 2023 is available for faculty as they plan for spring 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; this can be customized further in your Canvas course site
- [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 used by students with visual impairments. The following are recommended best practices:

- 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 assures 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 be easily 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.

SPRING 2023 SCHEDULE OF COURSE MEETINGS

Week 1: Monday, January 30 - Friday, February 3, 2023

In 2023, spring semester classes begin on Monday, January 30

Week 2: Monday, February 6 -Friday, February 10, 2023

Friday, February 10 is the Undergraduate Deadline to Add/Drop Courses

Week 3: Monday, February 13 - Friday, February 17, 2023

Week 4: Monday, February 20 - Friday, February 24, 2023

Week 5: Monday, February 27 - Friday, March 3, 2023

Week 6: Monday, March 6 - Friday, March 10, 2023

Midterms Examinations held (if applicable)

****Spring Recess begins at the end of classes on Friday, March 10 and runs through Friday, March 17, 2023****

Week 7: Monday, March 20 - Friday, March 24, 2023

Week 8: Monday, March 27 - Friday, March 31, 2023

Week 9: Monday, April 3 - Friday, April 7, 2023

Week 10: Monday, April 10 - Friday, April 14, 2023

Week 11: Monday, April 17 - Friday, April 21, 2023

Week 12: Monday, April 24 - Friday, April 28, 2023

****Friday, April 28, 2023 is the last day of scheduled course meetings for the spring term in 2023****

SPRING 2023 DATES AND DEADLINES FOR END-OF-TERM ASSESSMENTS

Reading Period:	Monday, May 1 - Tuesday, May 9, 2023. Note that faculty may hold supplementary course meetings during this period.
University Senior Thesis deadline:	Monday, May 1, 2023
University Junior Independent Work deadline:	Tuesday, May 2, 2023
Dean's Date:	Tuesday, May 9, 2023. 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 Assistant Dean and the course instructor.
Spring Final Examinations:	Friday, May 12 - Thursday, May 18, 2023.