



THE UNIVERSITY OF ARIZONA

Office of the Registrar

MEMORANDUM

Date: 5/08/2026

To: Faculty, Academic Advisors, Student Support Personnel, and Students

From: Abbie Sorg, Assistant Registrar, Academic Catalog & Policy

RE: Undergraduate Course Syllabus Policy

The Office of the Registrar proposed updates to the Undergraduate Course Syllabus Policy to improve clarity, consistency, and student access to essential course information. These updates standardize syllabus expectations, clarify requirements for individualized learning experiences, and relocate the policy to the University Catalog for better alignment with academic policies.

The updated policy was approved by the Undergraduate Council, Undergraduate College Academic Administrators Council, Faculty Senate, and the Provost. Amendments to the policy include the following:

- **Required instructors to distribute or post syllabi on the first day of class**, ensuring students have immediate access to course expectations and can make informed enrollment decisions without penalty.
- **Added a definition and guidance for an Individualized Learning Contract**, clarifying expectations for courses such as independent study, internships, research, or thesis work where a standard syllabus may not apply.
- **Organized required syllabus elements into clear categories**, creating a more consistent and user-friendly format for both instructors and students.
- **Relocated the policy from policy.arizona.edu to catalog.arizona.edu**, improving accessibility and aligning the syllabus policy with other academic policies.

The amended Undergraduate Course Syllabus Policy will be effective for Fall 2026. The full policy is available at:

<https://catalog.arizona.edu/policy/courses-credit/courses/undergraduate-course-syllabus>.

Questions about the policy update should be addressed to the Office of the Registrar at catalog@arizona.edu.