

# Departmental guidelines for course syllabi

1. Each course (undergraduate and graduate) should make a syllabus available to students no later than the first day of class.
2. Instructors should send syllabi via email to the Student Services Coordinator no later than the first week of the semester.
3. It is best practice not to have a major assignment or exam (even if it's not called a 'final') due on the last day of class. Ideally, final projects, last/final exams, final papers will be due during the scheduled final exam period.
4. Each syllabus should include the following statement concerning accommodations for disabilities that was approved by SACUA:

If you think you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course, the assignments, the in-class activities, and the way the course is usually taught may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Office of Services for Students with Disabilities (SSD) to help us determine appropriate academic accommodations. SSD (734-763-3000; [ssd.umich.edu](https://ssd.umich.edu)) typically recommends accommodation through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

5. Each syllabus should include a statement concerning academic integrity that minimally includes the following:

All students are expected to be aware of the College of LSA's standards of academic integrity:

<https://lsa.umich.edu/lsa/academics/academic-integrity.html>  
<https://www.lib.umich.edu/academic-integrity>

6. Please include information about mental health resources on your syllabus

## Student Mental Health and Wellbeing

University of Michigan is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact **Counseling and Psychological Services (CAPS)** at (734) 764-8312 and <https://caps.umich.edu/>

during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult **University Health Service (UHS)** at (734) 764-8320 and <https://www.uhs.umich.edu/mentalhealthsvcs>, or for alcohol or drug concerns, see [www.uhs.umich.edu/aodresources](http://www.uhs.umich.edu/aodresources)

For a listing of other mental health resources available on and off campus, visit: <http://umich.edu/~mhealth/>