

   

*[Choose the icon for the category above that your course fulfills.]*

**GENED XXXX: Course Title**

**TERM and YEAR**

**Meeting Days and Times**

**Classroom**

***The “Gen Ed Question": Share here the one-sentence encapsulation of the urgent problem or enduring concern your course addresses.***

**Instructor: Name Office Location & Hours:**

**Title**

**Preferred Pronouns**

**Email**

**Phone (optional)**

**TF #1: Name Office Location & Hours:**

**Preferred Pronouns**

**Email**

**Phone (optional)**

**TF #2, etc.: Name  
 Preferred Pronouns Office Location & Hours:**

**Email**

**Phone (optional)**

**Course Description**

[Include course description from my.harvard here.]

**Course Policies and Expectations**

[Please include the below statement regarding Gen Ed attendance/simultaneous enrollment verbatim.]

Attendance is required in Gen Ed courses. As such, Gen Ed courses are **not** eligible for course-wide simultaneous enrollment waivers. Students pursuing simultaneous enrollment in a Gen Ed course and a non-Gen Ed course **must attend the Gen Ed course**.

* ***Enrollment***
  + ***[If your course has a cap, use this language]:*** This course has an enrollment cap of **XX** students and will be a part of the coordinated, ranked-choice Gen Ed lottery. Please note that the course instructor does not make decisions about admittance; please see the [Gen Ed website](https://gened.fas.harvard.edu/) for more information on the lottery process. [Feel free to add information about petitions, such as *not* contacting course staff to ask for a seat in the course in advance of the lottery or whatever helps manage requests for you.]
  + ***[If your course doesn’t have a course cap, use this language:]*** There is no enrollment cap on this course. Students may freely enroll until the course registration deadline; after that date, all potential enrollees must petition for enrollment through my.harvard and will be considered based on **XXXXX**.
* ***Assignments and Grading***
  + [Share an overview of assignments categories and include the relative weighting of assignments, the basis for determination of a final grade, and a number-to-letter grade conversion (if you are using numeric grades). Please be as clear as possible about how you will determine final grades to minimize grade disputes.]
  + [Share guidelines for grade disputes, including the circumstances in which you will regrade an assignment and the possible outcomes.]
* ***Pass-Fail Expectations***
  + ***[If you will allow students to take the course pass-fail, use this language:]*** Students may take up to one Gen Ed course pass-fail with instructor permission. I will consider requests to take the course pass-fail. In order to satisfactorily pass the course, any student taking the course pass-fail must complete all assignments, including assessments and the final exam. [*Gen Ed suggests making all work a requirement for a passing grade, but you may enter any information you choose*.]
  + ***[If you will not allow pass-fail, use this language:]*** Students may take up to one Gen Ed course pass-fail with instructor permission. This course may not be taken pass-fail.
* ***Lateness and Absences***
  + [Share here the consequences for unexcused absences or lateness, as well as your expectations for communication/documentation if an absence is to be excused.]
  + [Share information on late assignments and missed assessments, including how late work is penalized, if late work can be made up, and any information on extensions or grace periods.]
* ***Class Participation***
  + [Share here your expectations for class preparation and participation.]

**Harvard Policies and Resources** [please note that these are required for all syllabi]

* ***Academic Integrity & Collaboration***
  + [Share your own collaboration policy here – here’s an example:] Members of the Harvard College community commit themselves to producing academic work of integrity – that is, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement of the contribution of others to their ideas, discoveries, interpretations, and conclusions. Cheating on exams or problem sets, plagiarizing or misrepresenting the ideas or language of someone else as one’s own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs. [In this class, you may **XXXXX,** and you may not **XXXXX.]**
  + Important links for academic integrity [either incorporate these into your statement of integrity or post them separately]
    - [The Harvard College Honor Code](https://honor.fas.harvard.edu/honor-code)
    - [Academic Integrity in the Harvard College Handbook](https://handbook.fas.harvard.edu/book/academic-integrity)
    - [Harvard Guide for Using Sources](https://usingsources.fas.harvard.edu/)
* ***Accommodations for Students with Disabilities***
  + [Share your commitment to supporting accommodations with a statement like this]: Any student needing academic adjustments or accommodations because of a documented disability should contact the Accessible Education Office (AEO) to obtain a faculty letter and speak with the instructor by the end of the second week of the term (**add date)** so that all necessary accommodations can be instituted. All discussions will remain confidential, though AEO may be consulted to discuss appropriate implementation of accommodations.

**Course Materials**

[Please share textbooks and texts, including whether they are recommended or required. Please keep in mind that Financial Aid budgets $100 per student, per course for materials when determining your reading list. Please also share coursepack information, if applicable, and information about library or digital reserves.]

**Course Calendar & Assignments**

[Please include a weekly calendar, noting holidays or other changes to regularly scheduled classes. Please be sure to include the following:

* Dates of hour/midterm exams
* Due dates for papers or other assignments
* Plans and expectations for Reading Period