Syllabus Boilerplates

The Student Rights & Responsibilities Center recommends the following boilerplate statements to be included in all course syllabi.

**1. CIVILITY/RESPECT:**The classroom environment is a place where civility and engaged participation are expected. [Here are my guidelines for productive discussions.] Any student who disrupts the learning environment by refusing to stay on topic, dominating conversation, refusing to participate in a disruptive manner, or obstructing the rights of other students to learn, will be dismissed from class for the day and reported through the conduct process.

**2. FLEXIBILITY OF CURRICULUM**This is a living document. Assignment deadlines [list other flexible areas] are subject to change based on the needs of class. It is your responsibility to check Canvas [frequency] for updates.

**3. ADA/504 ACCOMMODATIONS**By law, all ADA accommodation requests must be made through the Office of Disability Services. To request accommodations, please contact: access@unex.ucla.edu or 310.794.4162. Accommodation approvals may take up to two weeks to process.

**4. CONDUCT CODE**All UNEX students are bound by the Student Conduct Code – [[link](https://www.uclaextension.edu/sites/default/files/pdf/SA501_0.pdf)]. It is your responsibility to read the conduct code and abide by the behavioral expectations listed.

**\*\***Additionally, it is recommended that you provide a clear grading rubric and circumstances under which you will/not accept late work, make-up assignments, etc. *if* your grading model permits.