

## Syllabus Checklist:

Below is a list of required elements of a syllabus. For more information on these, see the [Course Syllabus requirements](#) regulations. Template Syllabus [HERE](#).

- The instructor's contact information.
- Office Hours - Faculty are expected to have a minimum of three (3) hours spread over two (2) days of the week of out of class availability to students each week.
- The course prefix, number, title, credit hours, and semester.
- Any Dual or Cross-Listed classes
- Course prerequisites, co-requisites or statement on enrollment restrictions. (4000 + need a prereq.)
- A description of the course, including its purpose, content, and goals. (Syllabus can have additional wording, but description must match what will show in the catalog)
- Meeting times and/or schedule of the course.
- The general requirements and expectations for the course.
- If Dule-Listed for undergrads and graduate students, make sure grad work is at least 15% more than undergrad.
- Student learning outcomes.
- Required texts, readings, and special tools or materials.
- Required examinations, assignments, activities, and projects.
- Policy on late work
- Required participation outside of class meetings, including field trips, service learning, and other activities or expectations, including time commitments.
- Final examination or final project date, as set by the Office of the Registrar- link [HERE](#)
- Grading scale and grading policies, including the methods of evaluation, how those methods factor into the final grade, the scale used to determine final grades, and how late assignments will be handled.
- Attendance and absence policies. For in-person courses, state the class absence policies, as well as University policies on excused absences. For online courses, state the class participation policies, what constitutes participation and how that will be evaluated.

For the Following please use the template language [HERE](#). This facilitates prompt processing through committees.

- Classroom Behavior Policy
- Classroom Statement on Diversity

University Disability Support Services.

Academic Dishonesty

Duty to Report/Title IX.

AI Use Statement – AI Sample on template syllabus

Change statement - A statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor. Substantive changes made to the syllabus by the instructor during the semester shall be communicated in the learning management system, other electronic means, or in class to the students with reasonable notice.