

**Syllabus Check List- *Approved by Faculty Senate 2.15.18***

A hard copy of all syllabi must be available upon request. Please include, at minimum, the following items in your course syllabus:

	University Name
	Course Prefix/ Number
	Course Title
	Course credits
	Semester/Year
	Class Format/Method of Instruction
	Class Time
	Location
	Instructor
	Office Hours
	Appointment sign up procedure
	Office Location
	E-mail
	Phone
	Required Textbook/s
	Course Description ( <i>from catalog</i> )
	Course Objectives/Learning Outcomes ( <i>identify any Undergraduate Learning Outcomes that are part of the Core and specific Core requirement that the course fulfills</i> )
	Grading Scale and Course Evaluation
	Attendance/Tardiness Policy
	Late Assignments Policy
	Final Exam or Alternative Activity Date & Time
	Disability Statement
	Academic Honesty
	Link to Institution's Sexual Misconduct Policy & Title IX
	Tentative Course Calendar/Schedule

**Format Example:**

Syllabus for FYE XXX-XXX: Title of Course (# of credits)  
Semester Year

Class Format/Method of Instruction:

Class Time:

Location:

Instructor:

Office Hours:

Appointment sign up procedure:

Office Location:

E-mail:

Phone:

Required Textbook/s:

Course Description: *(from catalog)*

Course Objectives/Learning Outcomes:

Grading Scale and Course Evaluation:

Attendance/Tardiness Policy:

Late Assignments Policy:

Final Exam:

Blackboard Site:

Disability Statement:

Academic Honesty:

Course Calendar and Assignments: