

Each credit-bearing course offered shall include certain standardized elements in the course syllabus/outline. These elements must be included in the materials distributed to students at the start of the course and must be consistent with the corresponding elements approved by the Curriculum Committee. Faculty shall submit a copy of their syllabi to the academic program office where it will be retained. The faculty member teaching the course shall prepare the syllabus in compliance with the academic program's curriculum. The course syllabus should include the following elements:

A. Administrative

- a. Course title
- b. Subject Code and Course Number
- c. The number of credit hours
- d. Instructor information (name, contact information (office location, office telephone, email address))
- e. Instructor office hours
- f. Term /Year
- g. Class schedule (for example. Monday, Wednesday, Friday, 8:30 AM – 9:20 AM)
- h. The prerequisites and co-requisites for the course
- i. Course description (Note: This is taken word for word from the Catalog.)
- j. Schedule of class sessions
- k. Late policy
- l. Make up policy/procedures
- m. Policy on Grade appeal, linked to the policies web page
- n. Standards for Academic Integrity, linked to the Student Code of Conduct
- o. Provisions for special needs, linked to the appropriate web page

B. Academic

- a. Schedule and Topics
- b. Course-based Student Learning Outcomes (mapped to Program Student Learning Outcomes and Program Goals)
- c. Description of how the course will be taught (e.g. lecture, lab, lecture/lab, distance, etc.)
- d. Methods of Evaluation. Statement on how the students will be evaluated (e.g. class participation, assignments, exams, papers, etc)
- e. Library and media/technology Use / resources
- f. Other relevant information

*Any changes to the syllabus, including changes in method of evaluation, should be communicated in writing (via email or by posting to the Moodle site) and explained in class to students.*

**Related Documents**

**Course Syllabus Template**

**Faculty Office Hours**

**Grade Policies**