Syllabus Checklist

____ 1. Course title/number, number of credits

____ 2. Prerequisites, corequisites, where course fits in program of study, note if WAC or IFP (if applicable)

____ 3. Course logistics (term, class location and time, notation if online)

____ 4. Instructor contact information (name, office address, office hours, phone, email)

____ 5. TA contact information (if applicable)

____ 6. Course description

____ 7. Course objectives/student learning outcomes

____ 8. Course evaluation method (breakdown of graded course components and their weight in determining the overall course grade)

____ 9. Course grading scale

____ 10. Policy on makeup tests, late work, and incompletes (if applicable)

____ 11. Special course requirements (if applicable)

____ 12. Classroom Etiquette Policy (if applicable)

____ 13. Attendance Policy Statement

____ 14. Disability Policy Statement

____ 15. Counseling and Psychological Services (CAPS) Center Statement

____ 16. Code of Academic Integrity Statement

____ 17. Required texts/readings

____ 18. Supplementary/recommended readings (if applicable)

____ 19. Course topical outline (dates for exams/quizzes, papers, completion of readings)

Syllabus checklist approved by UUPC Oct. 7, 2011. Updated May 10, 2016 to add new item 13, Attendance Policy Statement. Updated August 17, 2018 to add new item 15, CAPS Center Statement. UUPC recommends that the completed checklist be submitted with all course proposals (new courses and course changes).