

Syllabus Checklist

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| Item | Required | Recommended | Notes | Degree of inclusion (has, partially has, does not have, NA) |
| Course Information |
| Name of university, campus branch, and department | X |  |  |  |
| Name of course | X |  |  |  |
| Course number and section | X  |  |  |  |
| Term & Year | X |  |  |  |
| Meeting time and location | X |  | If applicable. |  |
| Modality of course  | X |  | Not necessary if the course is face-to-face, but required if the course is a distance education course. |  |
| General education outcomes (if applicable) | X |  |  |  |
| Program outcomes |  | X |  |  |
| Course outcomes | X |  | HLC specifically reviewing this. |  |
| Course overview |  | X |  |  |
| Catalog description | X |  |  |  |
| Instructor Information |
| Instructor’s name | X |  |  |  |
| Instructor’s contact information (email, office phone) | X |  |  |  |
| Office hours | X |  |  |  |
| Instructor credentials |  | X |  |  |
| Instructor’s rank |  | X |  |  |
| Instructor’s photo |  | X |  |  |
| Pronouns |  | X |  |  |
| Learning Environment |
| Required texts  | X |  | If none, say so. |  |
| Other learning resources  | X |  | Such as lab equipment, computer requirements, etc. |  |
| Units/components of course |  | X |  |  |
| Course schedule with assignments | X |  | Include all major assignments (exams, papers, etc.); include cross-listed assignments (e.g. graduate-level) |  |
| Culturally Inclusive Language |  | X | Faculty are encouraged to use culturally inclusive language on their syllabi and in their course schedules, referring to “fall recess” and “winter break” rather than specific holidays or religious observances. |  |
| Final exam  | X |  |  |  |
| Grading scale | X |  |  |  |
| Late submission policy |  | X |  |  |
| Rubrics |  | X | Consider adding statement about assessment if the course is being specifically assessed this semester. |  |
| Guidance on how to be successful in the course |  | X |  |  |
| Method of instruction |  | X | This lets students know what a typical class will be like (lecture, group work, etc.) |  |
| Expectations for learners and instructors |  | X | Responsibilities for students and instructors (See template for example) |  |
| Student Resources and Course Policies |
| Campus resources relevant to student success in the course |  | X | See template for guidance  |  |
| Bookstore information |  | X | If applicable |  |
| Field trip/work policies |  | X | If applicable |  |
| Attendance/participation policy |  | X |  |  |
| Late submission policy |  | X |  |  |
| Student Accessibility Services policy | X |  |  |  |
| Bereavement policy |  | X |  |  |
| Academic integrity policy | X |  |  |  |
| FERPA statement |  | X | If applicable |  |
| HIPPA statement |  | X | If applicable |  |
| Religious Observances |  | X | See template for guidance |  |
| Student Advocacy or Student Complaints  |  | X | See template for guidance |  |

### Please note that you must submit your syllabi to your Academic Department Associate every semester, including January and Summer terms.