University of Wisconsin-Green Bay logo

UW-Green Bay Syllabus Checklist

# Course Information

## Required in Syllabus

* University and campus names
* Course name
* Course prefix, number, and section
* Course credit hours
* Term & year
* Meeting time and location (if applicable)
* [Modality of course](https://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/mode-of-instruction/)
* [Catalog description](https://www.uwgb.edu/registrar/catalog/) [required by the Higher Learning Commission (HLC), our accrediting body]
* Course learning outcomes [required by the HLC to be listed and consistent across sections of a course]
* Program learning outcomes (if applicable)
* [Core Curriculum (formerly Gen Ed) outcomes](https://catalog.uwgb.edu/undergraduate/planning/core-curriculum/) (if applicable)

## Recommended in Syllabus

* Course overview (description of the class in your own words)

# Instructor Information

## Required in Syllabus

* Instructor’s name
* Instructor’s contact info (e.g., email)
* Office hours (what, when, where)

## Recommended in Syllabus

* Instructor credentials
* Instructor’s rank
* Instructor’s photo
* Pronouns

# Learning Environment

## Required in Syllabus

* Required texts (or say “none”)
* Other learning resources (e.g., lab equipment, art supplies, computer requirements)
* [Final exam](https://www.uwgb.edu/registrar/calendars/)
* Grading policies
* Late work policy
* Grading scale

## Recommended in Syllabus

* Course schedule with assignments (with inclusive calendar language e.g., “Winter Break”)
* Units/components of course
* Rubrics
* Guidance on how to be successful in class
* Method of instruction (e.g., lecture)
* Expectations for learners and instructors

# Student Resources and Course Policies

## Required in Syllabus

* [Student Accessibility Services policy](https://blog.uwgb.edu/catl/syllabus-snippets/)
* [Academic integrity policy](https://blog.uwgb.edu/catl/syllabus-snippets/)
* [Generative AI policy](https://blog.uwgb.edu/catl/syllabus-snippets/) (required as of Summer 2025)
* [UW-Green Bay Student Resources](https://www.uwgb.edu/student-affairs/student-resources/) (required as of Summer 2025)

Examples of these policies can be found in the [Syllabus Snippets](https://blog.uwgb.edu/catl/syllabus-snippets/). You can copy them directly or write your own. The Student Accessibility Services policy must identify how to seek reasonable accommodations. The Academic Integrity policy must have a statement about academic honesty and link to [Chapter UWS 14](https://docs.legis.wisconsin.gov/code/admin_code/uws/14/).

## Recommended in Syllabus

* Attendance/participation policy
* [Bereavement and extended absences policies](https://www.uwgb.edu/dean-of-students/attendance-absence/)
* [Bookstore information](https://www.uwgb.edu/student-services/money/buy-books/) (if applicable)
* [Drop/withdraw policies and deadlines](https://www.uwgb.edu/student-services/college-tasks/)
* [FERPA statement](https://blog.uwgb.edu/catl/syllabus-snippets/)
* Field trip/work policies (if applicable)
* [HIPPA statement](https://blog.uwgb.edu/catl/syllabus-snippets/) (if applicable)
* Inclusivity statement
* Religious observances (UW System and state law require that we follow [Chapter UWS 22](https://docs.legis.wisconsin.gov/code/admin_code/uws/22), but including the policy in your syllabus is optional)
* [Student advocacy or student complaints](https://www.uwgb.edu/dean-of-students/policies-procedures/)
* [UWGB Land Acknowledgement](https://www.uwgb.edu/student-affairs/uw-green-bay-land-acknowledgment/)

Final Exam Policies

* Final exams for semester-long classes must be [given on the assigned date](https://www.uwgb.edu/registrar/calendars/) within the 2-hour time.
* A student with more than 2 exams on the same day may arrange to take one on a different day.
* If an instructor feels a final exam alternative (e.g., an assessment that is not a traditional exam) is more appropriate for their course, they should file a statement to that effect with their chair and let students know at the start of the term.
* 7-week, J-term, and summer courses do not have a designated final exam week or time(s).

Basic Recommendations for Canvas Shells in Any Modality

It is good practice to maintain an up-to-date Canvas shell for all courses taught, whether face-to-face or in a distance education (DE) modality. If not a DE class, the shell should minimally include:

* Syllabus
* Instructor contact information
* An up-to-date gradebook (e.g., all zeroes entered)
* Assignments with due dates