

Syllabi Review Checklist

Syllabi should follow the guidelines and syllabi [templates](#) approved by the Academic Senate that includes more static elements of a syllabus such as:

- Course information
- Professor Contact Information
- Course Pre-requisites, Co-requisites, and/or Other Restrictions
- Course Description
- Student Learning Objectives
- Required and Suggested Textbooks and Materials
- Grading Policy
- Course & Instructor Policies
- University Policies (Student Conduct, Accessibility Services, etc.)

In **addition** to the above areas, syllabi for online and distance learning courses should also include:

- Technical Requirements
- Information on Student Resources ([Library](#), [Distance Learning Page](#), etc.)
- Technical Support and Contact Information
- Copyright Statement

For all syllabi particular scrutiny is applied to four required components: a course description, student learning objectives, calendars/outlines, and a grading policy or rubric. These components are important not only for our students but also for accreditation purposes.

If syllabi do not contain these components they do not pass the set criteria and the instructor is requested to make appropriate changes as necessary.