Required Syllabus Elements:

- ☐ Title and section number of the course

- ☐ Instructor's name, office number, office telephone number (if applicable), office hours (whether face-to-face or online), and e-mail address

- ☐ Required and/or recommended textbooks, workbooks, and other materials (clickers, software, etc.)

- ☐ Course goals, learning objectives/outcomes, and/or course competencies

- ☐ Brief description of each major course requirement, including each major assignment and/or examination

- ☐ Grading policies

- ☐ Attendance policy

- ☐ Date, time, and place of final examination

- ☐ American with Disabilities Act accommodation statement

- ☐ Course safety procedures for laboratory courses, if applicable

- ☐ Emergency notification and procedures

- ☐ Academic integrity policy

- ☐ College/school requirements for learning outcomes/objectives/goals/competencies as approved through the curriculum process

- ☐ A general description of the subject matter of each lecture or discussion

- ☐ For online courses, the syllabus must include information for F1 visa holders

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Optional Syllabi Elements:

- [ ] Student responsibility for their learning

- [ ] Late work policy

- [ ] Incomplete grades

- [ ] Digital copyright and intellectual property protection

- [ ] Environment, health, and safety issues if applicable

- [ ] Advice for academic success in the course

- [ ] The following are specific university policies that instructors have the option of adding to their syllabus:

  - [ ] Retention of student records

  - [ ] Acceptable student behavior

  - [ ] Access to information – Eagle Connect

  - [ ] Student evaluation administration dates

  - [ ] Sexual Assault Prevention

- [ ] For online courses, in addition to the required F-1 visa holder policy, we recommend including the following policy information (view suggested wording for these policies):

  - [ ] Intellectual property policy

  - [ ] Student verification policy

  - [ ] Use of student work policy

CLEAR Recommended Syllabi Elements:

- [ ] Teaching Assistant information, including contact information
- [ ] Course pre-requisites, co-requisites, and/or other restrictions
- [ ] Course description
- [ ] The instructor's teaching philosophy
- [ ] Technical requirements/assistance
- [ ] Minimum technical skills needed for success in the course
- [ ] Student academic support services
- [ ] Communicating with the instructor
- [ ] Course calendar with assignment and exam due dates
- [ ] Assignment submission policy
- [ ] Examination policy
- [ ] Instructor responsibilities and feedback
- [ ] Class participation policy
- [ ] Syllabus change policy