**Educational Policies and Curriculum Committee   
| Syllabus Checklist for New & Modified Undergraduate Course Submissions |**   
*All new & revised course submissions are required to submit the syllabus checklist*

*Objective is to assist faculty to ensure syllabus contains the required and necessary elements   
to provide students with clear expectations of the course.*NOTE:\* indicates a required element of the syllabus. If N/A is checked or this element is not included,   
complete the information detailed on page two for all instances that apply.

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| **Syllabus Area** | **Recommended Detail \* Required** | | **Included in Your Syllabus?** | | |
| ***Heading*** | Course Number\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Course Title\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Course Meeting Time/Day of Week\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Classroom Location\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Credit Hours\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Term / Academic Year\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Faculty Information*** | Office Location\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Office Hours\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Phone Number\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Email Address\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Teaching Assistant Contact | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Course Summary*** | Course Rationale\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Course Description\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Learning Objectives\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Teaching Philosophy | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Materials*** | Required Textbooks/ Articles/Readings\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Supplemental Readings/ Bibliography | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Canvas Instructions | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Required/Recommended Software | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Required/Recommended Equipment | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Student Expectations in Classroom*** | Behavior/ Ground Rules (cell phones off, laptops off, etc.)\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Evaluation*** | Grading Scale\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Grading Criteria/Rubric | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Student Performance Evaluation\* | |  |  |  |
|  | Assignments and Descriptions\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Schedule*** | Schedule of Sessions and Assignments\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
|  | Assignment Submission/ Late Work Policy\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Disabilities Services Statement*** | University Statement\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Academic Integrity Statement*** | University Statement\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ |
| ***Sexual Misconduct, Required Reporting, and Title IX*** | University Statement\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ | |
| ***Equity, Diversity, & Inclusion*** | University Statement\* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ | |
| ***Additional Resources*** | Health Sciences Library Liaison Contact Information | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ | |
|  | Writing Center Contact  *(if course is writing intensive)* | | Yes \_\_\_ | No \_\_\_ | N/A \_\_\_ | |
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| ***Required Information Not Included*  List the Required Detail Not Included Reason for Not Including** | | | | | |
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