**Syllabus Checklist**

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| Required |
|  | Instructor's Name |
|  | Office Location |
|  | Phone Number |
|  | Email Address |
|  | Office Hours |
|  | Course Information (Prefix, Title, Credits, Class Time, Room, Transferability, etc.) |
|  | Course Description (from Official Course Design) |
|  | Student Learning Outcomes (from Official Course Design) |
|  | Grading Policy/Procedures and Grading Scale (from Official Course Design) |
|  | Texts/Materials (Required/Optional/Recommended) |
|  | Important Dates (Drop/Withdrawals/Final Exam) |
|  | COVID-19 Statements |
|  | Participation |
|  | Communicating with Your Instructor |
|  | Student Code of Conduct and Academic Integrity |
|  | Statement on Inclusion |
|  | Accessibility Statement |
|  | Title IX |
|  | Harassment Prohibited |
| Optional |
|  | Late/Missing Assignments |
|  | Test Retake/Makeup Policy |
|  | Use of Electronic Devices |
|  | Extra Credit |
|  | Assignment Guidelines – Written Work |
|  | Assignment Guidelines – Discussion Boards |
|  | Workload Expectations |
|  | Turnitin |
|  | Sample Coursework Schedule – Assignments, Points, Due Dates |
|  | Campus Resources |
|  | Classroom Behavior |
|  | Syllabus Disclaimer |