Syllabus Checklist & Requirements

Last revised September 2025

Accessible Document (ADA/Section 508 Compliance)

Basic Course & Instructor Information

- Course Name
- Semester/Term and Year
- Course Prefix and Section Number
- Division Name and Location
- Instructor's Name
- Telephone Number
- Email Address
- Office Location
- Hours of Availability
  - Suggested Language: I will return emails to students within one workday Monday through Friday or on weekends or holidays if assignments/assessments are due during those days. I am also happy to schedule a meeting or call at a time that is convenient for us both. (If desired, can add specific times of days that you most often check email and/or what days and times are generally most convenient to schedule a meeting).
- Course Description as in the Catalog
- Course Learning Objectives
- Required Texts and Other Materials

Instructor Policies & Institutional Statements

- Specific Attendance Policy
- Late Grade Policy
- Timely Communication Statement (how quickly you will respond to emails/contact from students)
- Grading Time Statement (how long it will take to return grades on average)
- Legal Statement(s) as Specified for the Semester (e.g., HR, Accommodations, Never Attended; as communicated by Academic Affairs)

Assignment & Grading Information

- Tentative Schedule or List of Assignments with Dates
- Specific Statement of Grading Criteria