PSU Curriculum Committee Course Syllabus Checklist

All PSU syllabi should minimally contain the following components:

- Course number and title, # of credits, semester and year
- Instructor name, contact information, office hours
- Course Description: the formally accepted course description as printed in the catalog
- Pre-requisites and/or co-requisites
- Additional descriptors
- General Education (if applicable): the catalog description of applicable General Education attribute(s)
- Student Learning Outcomes: same for all sections of a course
- Required readings and materials
- Course Outline
- Assignments and Activities (including the date of the final exam or final activity)
- OSHA Standards/Safety regulations (if applicable)
- Attendance Policy: A short statement. Include the link to the Excused Absence Policy:
- Grading criteria/standards: A short statement. Include the link to the Fair Grading Policy:
- Academic honesty: A short statement. Include the link to the Academic Integrity Policy:
- ADA Statement: Plymouth State University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you should contact Campus Accessibility Services (CAS), located in Speare 210 (535-3300) to determine whether you are eligible for such accommodations. Academic accommodations will only be considered for students who have registered with CAS. If you have a Letter of Accommodation for this course from CAS, please provide the instructor with that information privately so that you and the instructor can review those accommodations.
- Other: For instance, many like to add statements about what to do if there is inclement weather/closings, or personal policies about classroom etiquette, etc.