



COURSE SYLLABUS CHECKLIST*

Course: _____ Instructor: _____

Department: _____

Semester: _____ Date: _____

Chair's Signature: _____

PART 1:	YES	NO	N/A
1. Instructor Information a. Name b. Title c. Office Location d. Office Hours e. Office Phone f. Office Fax g. Email Address h. Division/Department Website			
2. Course Title			
3. Course: CRN# Section Credit Hours			
4. Semester Taught			
5. Room Number (if applicable)			
6. Course Time (if applicable)			
7. Course Management System: Blackboard Moodle Other _____			
8. Hardware/Software (privacy policies)			
9. Prerequisites			
10. Text Requirements			

	YES	NO	N/A
PART 2:			
11. Course Description/Rationale			
12. CU Educational Goals			
13. National Standards			
14. Learning Outcomes			
15. Course Requirements			
16. Grading Policy and Scale			
17. Make-up Policy			
18. Late Work			
19. Course Timeline Assignments Assessments Presentations Other _____			
PART 3:			
20. Accessibility/Accommodations			
21. Academic Dishonesty			
22. CU Honor Code			
23. Class/Online Attendance Policy			
24. Emergency Alert System			
25. Emergency Information			
26. Inclement Weather Policy			
27. Student Conduct			
28. Technology Services			
29. Syllabus Disclaimer			
30. Miscellaneous			

COMMENTS: _____

*See syllabus template for details.