Required Syllabus Elements:

- Title and section number of the course
- Instructor’s name, office number, office telephone number (if applicable), office hours (whether face-to-face or online), and e-mail address
- Required and/or recommended textbooks, workbooks, and other materials (clickers, software, etc.)
- Course goals, learning objectives/outcomes, and/or course competencies
- Brief description of each major course requirement, including each major assignment and/or examination
- Grading policies
- Attendance policy
- Date, time, and place of final examination
- American with Disabilities Act accommodation statement
- Course safety procedures for laboratory courses, if applicable
- Emergency notification and procedures
- Academic integrity policy
- College/school requirements for learning outcomes/objectives/goals/competencies as approved through the curriculum process
- A general description of the subject matter of each lecture or discussion
- For online courses, the syllabus must include information for F1 visa holders
Optional Syllabi Elements:

- Student responsibility for their learning
- Late work policy
- Incomplete grades
- Digital copyright and intellectual property protection
- Environment, health, and safety issues if applicable
- Advice for academic success in the course

The following are specific university policies that instructors have the option of adding to their syllabus:

- Retention of student records
- Acceptable student behavior
- Access to information – Eagle Connect
- Student evaluation administration dates
- Sexual Assault Prevention

For online courses, in addition to the required F-1 visa holder policy, we recommend including the following policy information (view suggested wording for these policies):

- Intellectual property policy
- Student verification policy
- Use of student work policy
CLEAR Recommended Syllabi Elements:

- Teaching Assistant information, including contact information
- Course pre-requisites, co-requisites, and/or other restrictions
- Course description
- The instructor’s teaching philosophy
- Technical requirements/assistance
- Minimum technical skills needed for success in the course
- Student academic support services
- Communicating with the instructor
- Course calendar with assignment and exam due dates
- Assignment submission policy
- Examination policy
- Instructor responsibilities and feedback
- Class participation policy
- Syllabus change policy