***Syllabus Template***

All Course Syllabi of Record and Class Section Syllabi will adhere to the syllabus template (located on the following page) to improve the accessibility of information for students taking courses across disciplines and colleges and for faculty reviewing courses during curriculum processes and periodic reviews.

***Course Syllabus of Record***

The Course Syllabus of Record clearly defines the faculty-driven decisions about curriculum and instruction, establishes important Academic Catalog information and University Policies that must be the same across all Class Section Syllabi, regardless of instructor:

Aspects of curriculum and instruction:

* Course Purpose
* Intended Course Student Learning Outcomes

Academic Catalog Information:

* Course prefix, number and/or title
* Total Units of Course Credit
* Course Pre-requisite(s), Co-requisite(s), Co-Convened, and/or Cross-Listed Courses
* Academic Catalog Course Description

University Policies: All 100- and 200- level courses have Approved University Policy Statements copied and pasted in the syllabus. Other courses may provide a link to the Approved University Policy Statements ([www.link-to-Approved-University-Policy-Statements](http://www.link-to-Approved-University-Policy-Statements))

**If degree program faculty members deem additional syllabus elements are to be the same across Class Section Syllabi, these areas should be clearly stated as such in the Course Syllabus of Record.**

***Class Section Syllabus***

The Class Section Syllabus is the syllabus distributed by individual instructors to students. The following aspects of the course may vary across class sections/instructors, **as determined by the program’s faculty**:

* Additional Course Description (beyond what is in the academic catalog)
* Additional Intended Course Student Learning Outcomes
* Structure/ Approach
* Readings and Materials
* Assignments/ Assessments of Intended Course Student Learning Outcomes
* Grading System
* Class Outline
* Class Policies

***Maintaining Course Syllabi***

1. The academic unit leader or designee(s) will maintain electronic Course Syllabi of Record for all courses in their academic unit and up-to date Class Section Syllabi.
2. The academic unit leader or designee(s) will provide faculty members a copy (or copies) of relevant Course Syllabi of Record in a timely manner to guide the development of their Class Section Syllabus.
3. At least every three years and during the External Accreditation or Academic Program Review, the academic unit leader or designee(s) shall ensure Class Section Syllabi are consistent with Course Syllabi of Record. It is recommended that review of Topics courses occurs each semester.

# Syllabus Template

*\* Indicates aspects that must remain the same as the Course Syllabus of Record. If degree program faculty members deem additional syllabus elements are to be the same across Class Section Syllabi, these areas are clearly stated as such in the Course Syllabus of Record.*

*Elements in Italics are provided as descriptors and are not meant to be included in the Course Syllabus of Record or Class Section Syllabus.*

**\*College Logo**

**\*Department/ Academic Unit**

**\*Course prefix, Section number and Title**

**Term/ Year**

**\*Total Units of Course Credit:**

**\*Course Pre-requisite(s), Co-requisite(s), Co-convened, and/or Cross-Listed Courses:**

**Instructor’s Name**

**Instructor’s Contact Information:** *Office Phone; E-mail, etc.*

**Instructor’s Availability**: *Office address, Office hours, online availability, times the instructor is typically online or may be reached by phone, etc.*

**\*Academic Catalog Description:** *Only the Academic Catalog Description must remain consistent across class sections, unless otherwise noted by the department. Additional descriptions tailored by the instructor may be added.*

**\*Course Purpose:** *Identifies the overall goals or aims of the course. Includes such things as clarification of how the course “fits into” or contributes to relevant curricular goals of a degree program (or programs) or University-wide requirements, etc., and clarification of what is studied in the course, such as an overview of content, skills, breadth/depth, etc.*

**\*Intended Course Student Learning Outcomes:** *Defines the scope (breadth and depth) of what students will “know and be able to do” upon completion of the course*

**Assignments/ Assessments of Intended Course Student Learning Outcomes:** *Articulates key assignments/ assessments that will be used to provide clear indications of student achievement of course learning outcomes, and provides a summary of the purpose and description of the assignments/ assessments.*

**Grading System**

**Structure/ Approach**

**Readings and Materials**

**Class Outline or Tentative Schedule**

**Class Policies**: *Identifies and describes class policies, such as, makeup tests, attendance, etc.*

**\*University Policies**: *Approved University Policy Statements copied and pasted in the syllabus and/or via URL, pending course level.*