Committee on Courses of Instruction
Syllabus Requirements

If the uploaded syllabus is missing one or more of the elements below, course approval will be delayed until a completed syllabus is submitted. For best practices, please refer to CITL, IRAPS Course Learning Outcomes; and Programming Outcomes by Division, and DRC, particularly for learning outcomes, course pacing and grading structures.

Undergraduate Courses
- Learning outcomes or objectives (it is recommended that at least one align with your program’s learning outcomes)
- Nature of assignments/assessments (projects, homework, written assignments, quizzes, exams, etc.) and how these connect to the course learning objectives
- How assessments add up to a final grade
- Nature of final exam or project
- Weekly schedule for course materials
- No examinations, tests, assignments, papers final projects or final performances that result in more than 12.5% of the final grade (other than individual makeup exams) may be given during the last week of instruction. This does not include the collection of materials produced throughout the quarter, such as final portfolios.
- Student hours for class: Systemwide Senate Regulation 760 specifies that one academic credit corresponds to a total of 30 hours of work over a quarter (e.g. 3 hours per week for a 10-week quarter).
- Policies on collaboration, citation and academic integrity with links to resources on correct practices
- The following notification for student support resources is required: DRC
- The following notifications for student support resources are recommended: CARE, Title IX

Graduate Courses
- Course goals, if possible aligned with program goals
- Nature of assignments and how they connect to course goals
- Weekly schedule for course materials
- Method of determining final grade, including the weight for each element, if providing letter grades
- Policies on collaboration, citation, and academic integrity with links to resources on correct practice.
- The following notification for student support resources is required: DRC
- The following notifications for student support resources are recommended: CARE, Title IX