

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 [TLC](#), 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 specific to the course (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
- Weekly schedule for course materials
- Student hours for class: Systemwide Senate Regulation 760 specifies that one academic credit corresponds to a total of 30 hours of work for the median student over a quarter (e.g., 3 hours per week for a 10-week quarter). Syllabus should estimate the anticipated distribution of the required hours. For example, a 5-unit course may require 3.25 hours of lecture, 5 hours of reading, 1 hour of section, and 5.75 hours of homework per week.
- How assessments add up to a final grade
- If you are not giving a final exam in the course's assigned time slot, provide information regarding what replacement for a final exam will be used.
- 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.
- Policies on collaboration, citation, and academic integrity specific to the course. Please refer to [TLC's Learner-Centered Syllabus](#) and/or the [UE's Faculty Resources page](#).
- The following notification for student support resources is required: [DRC](#)
- The following notifications for student support resources are recommended: [CARE](#), [Title IX](#), [CAPS](#). Please refer to [TLC's Learner-Centered Syllabus page](#) resource page.

Graduate Courses

- Course learning outcomes or objectives (it is recommended that at least one align with your program's learning outcomes)
- 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](#), [CAPS](#).