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 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 CITL's Sample Syllabus Language document 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 CITL's Create Your Syllabus 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.