 Checklist complies with [UPS 300.004](http://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20300.004.pdf), “Policy on Syllabi”

Syllabus Checklist

Check each item if completed; add notes if needed. See “Annotated Syllabus Template” for additional information. Information about how to “Create Accessible Tables” and “Create Accessible Hypertext Links,” are available at the [course development](https://www.fullerton.edu/undergraduate/) website.

## **Syllabus Distribution**

* Syllabus has been checked for ADA accessibility (refer to [Create a Syllabus resources](https://www.fullerton.edu/undergraduate/curriculum/?itemID=4b3b-908a-d31e45))
* Digital format
* Posted on Canvas by the first day of class or not later than the end of the first full week for Fall or Spring semesters or by the first day of class for intersession courses ( refer to [Canvas Resource Center](https://canvashelp.fullerton.edu/m/Making_the_Most_of_Canvas/l/1337751-how-do-i-upload-a-file) for help with how to post documents)
* Provided a copy of your syllabi to the head of your academic unit or designee by the end of the first week.

## **Faculty Information**

* Instructor
* Office
* Phone
* Email
* Office hours (compliant with [UPS 230.020](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20200/UPS%20230.020.pdf))

## **Course Communication**

* Statement of preferred format for communication
* Indicate expected response time to email, phone or other messages

## **Technical Problems**

* Statement including how to report and document technical problems
* Alternate plans for submitting work.

## **Course Information**

* Course number (prefix with number) and Title
* Other (recommended): units, section #, schedule course code, term
* Meeting days and times, location and modality ([UPS 411.104](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20400/UPS%20411.104.pdf))
* Course requisite(s) (pre- or co-; if none, write “none”)
* Catalog description
* Additional description (optional)
* Statement of policy regarding use of generative AI or other technology (optional; refer to the [FDC AI resources](https://fdc.fullerton.edu/teaching/ai.html))
* Course materials and equipment
* Required text(s) (if any)
* Recommended text(s) (optional)
* Other course materials or equipment (optional)
* [Zero cost](https://www.fullerton.edu/openfullerton/) (optional)
* Student Learning Outcomes (SLO),

## **Grading Policy**

* Grading scale and assignment breakdown ([UPS 300.020](http://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20300.020.pdf))
* Grading scale (e.g., A+=98-100, A=93-97, A-=90-92, etc.)
* Indicate whether you will be using plus/minus grading
* List of assignments with corresponding points or percentages
* Attendance and participation policies (if any)
* Examination dates if applicable ([UPS 300.005](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20300.005.pdf))
* Required course assignments including relevant information (due dates, group/individual)
* “Make-up” and late exam/coursework submission policy
* Authentication of student work (where relevant)
* Extra credit policy – must be available to all students (if none, state that)
* Retention of student work ([UPS 320.005](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20320.005.pdf))

## **Additional assignments for graduate students**

* if 400-level course approved for graduate credit

**Academic Integrity**

* Statement of expectations and policies regarding academic integrity ([UPS 300.021](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20300.021.pdf))
* Statement regarding potential consequences for violations

**Technical Competencies**

* Statement of any competencies and resources required beyond what is expected of all students.

## **Student Resources Website**

* Statement and link to [student information for course syllabi](https://fdc.fullerton.edu/teaching/student-info-syllabi.html). Recommended best practice is to list the 15 items at that site for students to see at a glance.

## **Classroom Management (optional)**

* “Rules of the class” (if any)

**General Education Requirements** ([UPS 411.201](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20400/UPS%20411.201.pdf))

**Required only for GE certified courses**.

* Statement of specific GE requirement(s) this course meets.
* Statement describing the way the GE writing requirement is met and assessed.
* For courses that meet the Golden Four (1A, 1B, 1C, 2A), include this required statement: **A grade of “C-“ (1.7) or higher is required to meet this General Education requirement. A grade of “D+” (1.3) or below will not satisfy this General Education requirement.**
* For all other GE courses, include this required statement: **A grade of “D” (1.0) or higher is required to meet this General Education requirement. A grade of “D-“ (0.7) or below will not satisfy this General Education requirement.**

**Upper-Division Writing Course** ([UPS 320.020](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20320.020.pdf))

**Required only for UDW certified courses**.

* Statement describing how course satisfies intensive or complementary writing requirements

**Calendar of Topics / Schedule of Classes**

* 15 weeks of instruction (or equivalent for winter and summer sessions, for which [EIP](https://extension.fullerton.edu/) provides scheduling options)
* Calendar includes a list of topics, appropriate readings, screenings, assignments, exam dates, etc.
* 16th week with final exam or culminating activity (required for lecture, discussion, seminar – optional for lab, supervisory, other activity classes, [UPS 300.005](https://www.fullerton.edu/senate/publications-policies-resolutions/ups/UPS%20300/UPS%20300.005.pdf)).

Note: Fall or Spring break should be included in the calendar, but not numbered.