

Syllabus Checklist

Required:

- ___ College name
- ___ Course Name
- ___ Course Number
- ___ Semester and Year
- ___ Instructor name
- ___ Office location
- ___ Office hours
- ___ Telephone
- ___ Email address
- ___ Course description (from KCTCS catalog)
- ___ Required textbooks and ISBN
- ___ Course competencies
- ___ General Education competencies*

Note: a listing of all general education competencies is required for general education classes; technical education classes should select appropriate general education competencies)

- ___ Course outline
- ___ Grading criteria
- ___ Attendance policy/statement
- ___ Late assignments/make-up exam policy
- ___ Withdrawal policy
- ___ Disability accommodations statement (provided)*
- ___ QEP/Professional Standards statement and link*
- ___ Student Code of Conduct statement and link*

Optional:

- ___ Required supplies
- ___ Suggested readings and/or texts
- ___ SNAP information/link*
- ___ Student support services/links
- ___ Technology/media component
- ___ Academic dishonesty policy with reference to Student Code of Conduct

*Samples available at <http://.....>