

**FSCC SCREENING COMMITTEE CHECKLIST – FS SYLLABUS POLICY**

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CSN’s Faculty Senate policy on Course Syllabi states: “Faculty members must include the minimum below for each course.”

Course Prefix, Number, & Name: \_\_\_\_\_

Yes	No	
		<u>Course Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	Title
<input type="checkbox"/>	<input type="checkbox"/>	Catalog number
<input type="checkbox"/>	<input type="checkbox"/>	Description
<input type="checkbox"/>	<input type="checkbox"/>	Prerequisites
		<u>Meeting Times</u>
<input type="checkbox"/>	<input type="checkbox"/>	Days of the week
<input type="checkbox"/>	<input type="checkbox"/>	Time of day
<input type="checkbox"/>	<input type="checkbox"/>	Location
		<u>Instructor Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	Name
<input type="checkbox"/>	<input type="checkbox"/>	Office (room) number
<input type="checkbox"/>	<input type="checkbox"/>	Mail stop
<input type="checkbox"/>	<input type="checkbox"/>	Office hours
<input type="checkbox"/>	<input type="checkbox"/>	Telephone number
<input type="checkbox"/>	<input type="checkbox"/>	Email address
		<u>Other Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	Course objectives/learning outcomes
<input type="checkbox"/>	<input type="checkbox"/>	Required and recommended texts
<input type="checkbox"/>	<input type="checkbox"/>	Policies on late assignments and/or makeup work
<input type="checkbox"/>	<input type="checkbox"/>	Description of evaluation methods
<input type="checkbox"/>	<input type="checkbox"/>	Description of how grades are determined
<input type="checkbox"/>	<input type="checkbox"/>	Description of attendance policy
<input type="checkbox"/>	<input type="checkbox"/>	Reference to CSN Academic Integrity Policy
<input type="checkbox"/>	<input type="checkbox"/>	CSN Americans with Disabilities Act (ADA) statement
<input type="checkbox"/>	<input type="checkbox"/>	Current CSN Disability Resource Center contact information
<input type="checkbox"/>	<input type="checkbox"/>	Disclaimer statement – “Syllabus subject to change...by instructor with advanced notification”
<input type="checkbox"/>	<input type="checkbox"/>	Tentative schedule for the semester
<input type="checkbox"/>	<input type="checkbox"/>	Reference to students’ rights and responsibilities
Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reference to library workshops
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> References (library reserve and supplemental information)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Required extra- or co-curricular activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Statement of safety or risk assumption
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Statement of additional fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Description of additional information unique to class/instructor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Instructor’s policies on possibly objectionable materials