
Course Syllabus Format Checklist

A syllabus is required with both new and modification requests.

- _____ Course Number and Prefix
 - _____ Title (Credits)
 - _____ Prerequisites
 - _____ Course Description
 - _____ Course Objectives
 - _____ Outline of Course Content (major content topics with main subdivisions)
 - _____ Course Requirements (exams, papers, etc.)
 - _____ Method of Evaluation (letter graded or S/U graded; S/U graded must be stated in the course description on New Course or Course Modification memo)
 - _____ Required Texts and/or Required Reading List
 - _____ The syllabus for a course proposed for general education must contain a complete bibliography and must be accompanied by a statement of how the course meets the various criteria for the general education category requested.
 - _____ A double-numbered course must have appropriate required coursework for both undergraduate and graduate students.
 - _____ Add the following disability statement to syllabus: Students who believe that they may need accommodations in this class are encouraged to contact the Disability Access Center (970) 351-2289 as soon as possible to ensure that accommodations are implemented in a timely fashion.
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