



## LAC Syllabus Review Checklist

Last updated August 2022

Quick reference to requirements, samples, and templates:

- [LAC's Course Approval Process page](#)
- [gtP Matrix of required content criteria, competencies, and SLOs](#)

Syllabus must contain the following:

<b>CDHE statement</b>	<ul style="list-style-type: none"> <li>• Must be verbatim, with appropriate course prefix &amp; number and gtP category filled in</li> </ul>	
<b>Competency Statement(s)</b>	<ul style="list-style-type: none"> <li>• Must be verbatim</li> </ul>	
<b>Required SLOs</b>	<ul style="list-style-type: none"> <li>• Must be verbatim, using proper number convention</li> </ul>	
<b>Required Content Criteria</b>	<ul style="list-style-type: none"> <li>• Must be verbatim, using proper number convention</li> </ul>	
<b>Mapping on the syllabus</b>	<ul style="list-style-type: none"> <li>• Major assignments/assessment/activities must show clear alignment to the LAC/GTP <b>competencies, SLOs, and content criteria.</b></li> <li>• Faculty may use the LAC syllabus template format for mapping or a different mapping convention so long as alignment is clearly illustrated.</li> </ul>	

Note: **Courses seeking designation in IS/MS must also provide an LAIS assessment chart or LAMS assessment chart separate from the syllabus.** Downloadable assessment charts are available on the [Course Approval Process webpage](#).