

Liberal Arts Core Syllabus Standards Checklist

Approved Oct. 4, 2016

All faculty members/course instructors at UNC are required to provide a written course syllabus to students. The syllabus may be uploaded to the learning management system or distributed in hard copy. For those teaching courses in the Liberal Arts Core, the course syllabus must contain at least the following elements:

- ☐ Course prefix, number, title, credits, description, and pre-requisites (if applicable)
- ☐ Instructor's name, office number, and e-mail address
- ☐ Office hours or a statement of either an "open door" policy or hours by appointment
- ☐ LAC area(s) met by the course
- ☐ Appropriate LAC area learning outcomes, and any additional course learning outcomes (outcomes by core area are available on the LAC website)
- ☐ gtPathways area specific content (areas 1-6) Content criteria, posted here: <http://highered.colorado.gov/Academics/Transfers/>
- ☐ gtPathways area specific competencies and associated student learning outcomes (areas 1-6) Competencies, posted here: <http://highered.colorado.gov/Academics/Transfers/>
- ☐ Description of how course assignments will meet the gtP-required student learning outcomes
- ☐ Course outline of topics
- ☐ Course requirements, including but not limited to: required textbooks, other required materials, purchases, fees when applicable, attendance/absence policies
- ☐ Grading policies, including letter grade, whether using +/-, etc.
- ☐ Following statement required for ALL gtP courses indicating state approval

"The Colorado Commission on Higher Education has approved [Course prefix, number] for inclusion in the Guaranteed Transfer (GT) Pathways program in the [GT-@@#] category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>"

- ☐ Following statement about academic integrity and the consequences of cheating/plagiarizing:

Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

UNC'S Policies

UNC's policies and recommendations for academic misconduct will be followed. For additional information, please see the [Student Code of Conduct](#).

- Following statement encouraging students with documented disabilities requiring accommodation to contact Disability Support Services:

Disability Statement

Students with disabilities: Any student requesting disability accommodation for this class must inform the instructor by giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

Faculty members submitting syllabi for acceptance into the LAC will need to provide additional documentation demonstrating how the course will meet the LAC area learning outcomes and how those outcomes will be assessed.