

## Liberal Arts Curriculum Syllabus Standards Checklist

All faculty members/course instructors at UNC are required to provide a written course syllabus to students. The syllabus must be included as part of the course proposal. For those teaching courses in the Liberal Arts Curriculum, the course syllabus must contain at least the following elements:

- Instructor's name, office number, and e-mail address.
- Student office hours or a statement of either an "open door" policy or hours by appointment.
- Course description.
- LAC area(s) met by the course.
- The appropriate LAC learning outcomes.
- If the course is seeking gtPathways status, the following information must be listed on the syllabus:
  - Required GT Pathways [content criteria](#) and [competencies](#) copied & pasted verbatim into syllabus. Please note, CDHE numbering must be preserved.
  - The statement, "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://higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html>"
- Course outline/schedule, including projected dates for examinations, papers, projects, etc.
- 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.
- The **Academic Integrity** statement and **Disability Resources** statement are required. For the text of these statements, go to: [https://www.unco.edu/center-enhancement-teaching-learning/syllabus\\_statements.aspx](https://www.unco.edu/center-enhancement-teaching-learning/syllabus_statements.aspx)
- (Optional) Instructors may wish to include any or all of the recommended syllabi statements posted on the CETL website. For the text of these statements, go to: [https://www.unco.edu/center-enhancement-teaching-learning/syllabus\\_statements.aspx](https://www.unco.edu/center-enhancement-teaching-learning/syllabus_statements.aspx)
- Please note, courses approved for gtPathways must have a challenge exam option, whether through standardized test or departmental exam.

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