**COURSE SYLLABUS VERIFICATION**

**Faculty are required to provide their students with a detailed syllabus at the first class session.**

The syllabus must, include *Course Learning Outcomes* (which are available in the course outlines on Self-Service Banner under the Faculty and Advisors menu), and other information and advisories as specified below.

Please use this form to verify that your syllabus meets these minimum requirements.

**Basic Information**

1. Course Number and Title
2. Term and Year
3. Your name as Instructor
4. Your availability to students, such as schedules, office hours, email, telephone and appointment procedures.

**Course Details**

1. Brief description/overview of Course
2. Prerequisites and advisories, if any
3. Required/optional texts and materials which the students must provide
4. Course Learning outcomes
5. Chronological schedule of content; due dates for tests, assignments, etc.

**Evaluation/Grading**

1. Grading criteria must be identified (e.g. point system, percentages, weighing factors, extra credit, make-ups, etc.)
2. Attendance, by itself, cannot be used as a grade determinant. However, class participation is an appropriate grade factor and students should be advised
3. Completion requirements: specify the work that students must complete to pass the course (e.g. papers, quizzes, exams, research projects, etc.)

**Attendance Policy**

The college policy on attendance, as stated in the catalog is: “Students missing one more class hour than the unit value for a particular course, without making prior arrangements may, at the instructor’s option, be dropped without possibility of credit”. Specify your implementation of the policy.

The following information statements **MUST** either be included on the syllabus or provided through a separate handout.

**ADA Accommodation Statement:**

“Students requiring special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Accessible Education Center.”

**Occupational/Vocational Statement:**

“Occupational/Vocational students – Limited English language skills will not be a barrier to admittance to and participation in Vocational Education Programs.”

**Student Honesty Policy Reference Statement:**

“Students are expected to exercise academic honesty and integrity. Violations such as cheating and plagiarism will result in disciplinary action which may include recommendation for dismissal.”