

Course Syllabus Verification Form



Instructor _____ Course _____

Term Fall 2023 Date Submitted to Dean _____

Faculty are required to provide their students with a detailed syllabus at the first class session. The syllabus must, **AT A MINIMUM**, include curriculum information as specified in the Official Course Outline (these outlines are available from the Department Chairs and the Area Deans), and the other information and advisories are specified below.

Please use this form to verify that your syllabus meets these minimum requirements, and return the form with One (1) copy of the syllabus to Ana Rocha at arocha@gavilan.edu by August 18. Your syllabus needs to be approved before the first day of class.

A. Basic Information

Please ✓

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

B. 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	Expected Student Learning Outcomes (SLOs) as listed on the Course Outline of Record (COR)	
5	Chronological schedule of content; due dates for tests, assignments, etc.	

C. Evaluation/Grading

1	Grading criteria must be identified (e.g., point system, percentages, weighing factors, extra credit, make-ups, etc.) advise if you give pluses or minuses.	
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, exam, research projects, etc.)	

D. Attendance Policy:

	The college policy on attendance, as stated in the catalog is “students missing one more class hour than the unit value for particular course, without making prior arrangements may, at the instructor’s option, be dropped without possibility of credit.” Specify your implementation of the policy.	
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E. The following information statements MUST either be included on the syllabus OR provided through a separate handout.

1	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 .”	
2	Occupational/Vocational Statement: “Occupational/Vocational students – Limited English language skills will not be a barrier to admittance to and participation in Vocational Educational Programs.”	
3	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.”	

Instructor’s Signature: _____ Date: _____