***The following information must be included on every syllabus:***

1. **Course number** and **name**

2. **Instructor information**: name, office location, e-mail address, office phone number, office hours

3. **Required materials** for the course (textbooks, etc.)

4. *If applicable*: Statement about **Distance Education** status including the percentage of the course offered via distance, how online office hours are conducted, minimum level of student preparation and technical skills, required hardware, and information pertaining to accessing and using online resources. [Click here for the DE course checklist](https://www.wcupa.edu/viceProvost/capc/documents/New%20DE%20checklist%202021.docx).

5. *If applicable*: The syllabus must include a prominent statement identifying the course as an approved **General Education** course indicating the academic foundations category (English Composition, Mathematics, Ethics, Interdisciplinary, or Diverse Communities) or distributed disciplinary foundations category (Sciences, Humanities, Behavioral & Social Sciences, or Arts). Courses meeting Additional Baccalaureate requirements (W, SE, Language & Culture, or Capstone) must be identified as such. [Click here for additional information](https://www.wcupa.edu/viceProvost/capc/genEd/default.aspx).

6. **Student learning outcomes**: All syllabi must communicate the course-level student learning outcomes (SLOs), what the course is intended to accomplish. These must be clear, observable and measurable. The alignment between SLOs and assessments (exams, papers, etc.) must be explicit. If applicable, course SLOs should be aligned to programmatic SLOs.

1. Syllabi for *required* courses must **state** relevant program-level SLOs and **explicitly align** these goals to how they are assessed.
2. Syllabi for *General Education* courses must **state** relevant General Education goals and **explicitly align** these goals to how they are assessed.

7. **Evaluation** policy

1. Faculty must inform students at the beginning of a course of the nature and number of evaluations.
2. Faculty teaching courses below the 400-level should examine student academic progress by means of **at least three major evaluations** during a semester. Refer to the policy for a discussion of “skills courses”.
3. One major evaluation should be given prior to the end of the 8th week of the semester (or its equivalent during summer session). For 100-level courses, the results of the 1st evaluation should be returned prior to the 7th week of the semester.
4. Final examinations in courses below the 400-level should be weighted to not exceed one-third of the final grade.

8. **Course outline**

9. Instructor’s **attendance** policy

10. Policies common to all WCU syllabi: **No Grade**, **Academic Integrity**, **Student Code of Conduct**, **ADA**, **Title IX**, E-mail, Emergency Preparedness, University-sanctioned Events, as well as the **Inclusive Learning Environment and Anti-Racist Statement.**