



Syllabus Review Checklist

The following fields should be reviewed in the syllabus for **completion**, adherence to **University standards**, and **clarity** of communication to students.

Referenced regulations are linked for information, and items referring to “quotation marks” are those found in the [syllabus regulation](#): The language enclosed within quotes in sections 2.10, 2.11, 2.16 and, if applicable, section 2.12, must be used verbatim.

Syllabus Reg	Checklist
2.1. Instructor/course info	<input type="checkbox"/> Name, address, phone number, e-mail present. <input type="checkbox"/> Course prefix, number, title, credit hours, semester present.
2.2 Catalog description	<input type="checkbox"/> Description matches the information in the Course Inventory Management (CIM) system and the Course Catalog.
2.3 Student Learning Outcomes	<input type="checkbox"/> Student learning outcomes mirror the stated outcomes in CIM, including both general and GEP outcomes (where applicable).
2.4 Course Structure	<input type="checkbox"/> Description/outline of course operation present.
2.5 Grading	<input type="checkbox"/> Relative value of graded components and expectations for each component present. <input type="checkbox"/> Includes applicable / participation grading requirements. <input type="checkbox"/> If applicable, information included about... <ul style="list-style-type: none">• S/U (Credit Only or Pass/Fail) course (NCSU REG 02.20.15.)• Course audit: NCSU REG 02.20.04.• Grade conversion from numerical to letter grading (NCSU REG 02.50.03)
2.6 Course Schedule	<input type="checkbox"/> Lists major topics and approximate time allocated to each. <input type="checkbox"/> Projects schedule of readings, assignments, quizzes, and tests. <input type="checkbox"/> Lists required field trips and other out-of-class activities, if any. <input type="checkbox"/> Details all component meetings.
2.7 Student Expenses	<input type="checkbox"/> Lists required textbook(s) (author, title, date/edition, cost range) <input type="checkbox"/> Lists required instructional materials/supplies (cost range) <input type="checkbox"/> Lists required expenses (admission, field trip costs, liability insurance)
2.8 Late Assignments	<input type="checkbox"/> Policy on late assignments present, including the impact on the grading of the assignment and the course grade for that element.



2.9 Attendance Policy	<input type="checkbox"/> Acceptable number of excused absences in the course as determined by the instructor listed. <input type="checkbox"/> Attendance policy, including procedures for submitting anticipated/unanticipated excuses, scheduling makeup work when the excuses are accepted (see: Attendance Regulation NCSU REG 02.20.03) listed. <input type="checkbox"/> Lists penalties associated with the number of unexcused absences.
2.10 Academic Integrity Statement	<input type="checkbox"/> Lists expectations concerning academic integrity in the completion of tests, assignments, and course requirements. <input type="checkbox"/> Includes reference to the Code of Student Conduct (NCSU POL11.35.01) and Pack Pledge. <input type="checkbox"/> Includes the following statement: “Violations of academic integrity will be handled in accordance with the Student Discipline Procedures (NCSU REG 11.35.02).”
2.11 Students with Disabilities	<input type="checkbox"/> Statement in quotation marks for students with disabilities present. <i>Academic Accommodations for Students with Disabilities Regulation (NCSU REG 02.20.01)</i>
2.12 Digital Course Components	<input type="checkbox"/> Lists digitally-hosted course components, if any, such as Moodle, Zoom, Mediasite or other posting sites and forums or digital technologies. <input type="checkbox"/> Identifies any components that may present privacy, copyright, or accessibility issues. <input type="checkbox"/> Notifies students if recording lectures in a way that might also record students. <ul style="list-style-type: none"> ○ Offers opt-out option for students <input type="checkbox"/> Informs students if software is being used to detect the originality of student submissions. <input type="checkbox"/> Includes one of the two privacy statements in quotation marks <i>Online Course Material Host Requirements (NCSU REG 08.00.11)</i>
2.13 Course Changes	<input type="checkbox"/> Explains how changes to syllabus information will be communicated to students.
2.14 Transportation	<input type="checkbox"/> If applicable, students are informed when they must provide their own transportation to a field trip or internship site.
2.15 Safety and Risk	<input type="checkbox"/> Statement on safety and risk assumption is present for courses requiring a laboratory, physical activity, field trips, studios and other special activities. This activity is part of the course schedule at the first opportunity.
2.16 Additional NC State Rules and Regulations	<input type="checkbox"/> Required statement regarding NC State University Policies, Rules, and Regulations (PRRs) is present.