To ensure that we are in line with good practice in higher education, with UNC Pembroke syllabus guidelines as stated in the Faculty Handbook (Section 5, Faculty Responsibilities), and with Southern Association of Colleges and Schools Commission on Colleges (SACS) guidelines for providing written information to students about course expectations, the Office of Academic Affairs has devised a checklist form to assist Department Chairs in reviewing course syllabi. Departments may want to add questions to the checklist to reflect departmental syllabus requirements.

Professor’s Name _____________________________________________________
(please print)

Course Title and Number _______________________________________________

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<th>Yes</th>
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1. Is this syllabus for a course in the General Education curriculum? If Yes, please go to question 2. If No, please go to question 3.

2. Does the syllabus have a “statement as to how the particular course assists in meeting the objectives of general education at the University” (Faculty Handbook, Section 5, Faculty Responsibilities, Course syllabi)?

3. Does the syllabus include your office address, hours, telephone number, and email address? If this is an online or hybrid course, have students been informed about the instructor’s expectations for all forms of communication in the course?

4. Does the syllabus contain clearly identifiable statements of goals or objectives for the course?

5. Does the syllabus provide a description of course content?

6. Does the syllabus clearly state a variety of methods to evaluate student performance?

7. Are grading policies clearly indicated on the syllabus?

8. If this is a face-to-face or hybrid course, is the attendance policy clearly stated on the syllabus? If this is an online or hybrid course, is the policy governing required participation (e.g., discussion boards) clearly stated?

9. Is the syllabus for a cross-listed course (a course that is listed in at least two different departments)? If No, please continue. If Yes, please ensure that the syllabus says, “Cross-listed as” and then provides the cross-listed course title and number. Then please continue with this Checklist.

10. If this is a syllabus for an online or a hybrid course, does it contain a statement about any required public posting of student work and/or instructor retention of student work, including discussion board material? (available at http://www.uncp.edu/aa/policies/online_course_management.pdf.) If a statement will not appear in the syllabus, please ensure that students are informed in writing at the beginning of the course about any public posting/retention of their work.

11. Is the syllabus for a dual-listed course (a course that includes both undergraduate and graduate students)? If No, please ensure that any deficiencies you have found by using this Checklist are corrected before you give the Checklist and syllabus to your Chair. If Yes, please respond to question 12.
[ ] [ ] 12. Does the syllabus properly discern levels of student performance between undergraduate and graduate students?

[ ] [ ] 13. Does the syllabus contain the required statement from the Office of Disability Support Services? (See Below)

[ ] [ ] 14. Does the syllabus contain a statement about the Academic Honor Code?

[ ] [ ] 15. Does the syllabus contain the required statement from the Office of Academic Affairs on religious holidays? (See Below)

NOTE: Please ensure that any deficiencies you have found by using this Checklist are corrected before you give the Checklist and syllabus to your Chair.

Date_____________ Professor’s Signature______________________________