

Syllabus Checklist

This checklist is meant to help faculty ensure their course syllabi contain all of the information required under university policy as well as additional information to better ensure an effective and efficient academic experience for students and faculty.

Course information

- Course name and section number
- Time
- Meeting pattern
- Location of course

Professor contact information

- Preferred name
- CWU email address
- Office location
- Office phone number (if applicable)
- Office hours (for Online courses, include open email hours and/or e-conference hours)

Course description

- Course description per Catalog
- Note on which Knowledge Area and Pathways the course fulfills
- It is recommended to include a statement on university credit-hour policy: *According to CWU, one credit represents a total time commitment of three hours each week of the quarter. The total time includes scheduled class time (and lab time, if applicable), studying, conferring with the instructor, reading, writing, and/or performing any other activities required.*
- Note regarding any special conditions or requirements for the course (such as hybrid modality or field trips)

Required texts and materials

- Textbook information
- Supplemental materials (if applicable)
- Technology requirements (if applicable)

Grading policies

- Specification of which activities and assignments will determine a student's grade
- Assignment weights, if applicable
- Grading scheme used to determine final grade. The following scheme is recommended to ensure consistency and equity across equivalent courses:
 - A 100-94%, A- <94-90%, B+ <90-87%, B <87-83%, B- <83-80%, C+ <80-77%, C <77-73%, C- <73-70%, D+ <70-67%, D <67-63%, D- <63-60%, F <60-00%
- Extra credit policy
- Late/Make-up work policy
- Revision policy

Outcomes and activities

- Learner outcomes (can be located in the [Academic Catalog](#))
- Assessments and activities—learner outcomes evident in course content (can be found in [Curriculog](#) except for 184s which are listed on the [GenEd webpage](#))

Other course policies

- Attendance (absence and tardy) policy is required.

A statement such as one of the following is recommended in addition to the required attendance policy:

- *In compliance with RCW 28B.20.039 and 2014 c 168 s 4, Central Washington University makes every effort to deal reasonably and fairly with students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Students must present written notice to their instructor within the first two weeks of class listing the specific dates on which accommodations are required. Contact the Dean of Student Success at 509-963-1515 for further information or questions.*
 - *Students are responsible for informing professors of any expected conflicts with class meetings and/or assignments. Documentation must be provided within the first two weeks of the academic term in order to be eligible for reasonable accommodation.*
- Classroom behavior expectations

It is recommended that reference be made to student conduct as outlined in [WAC 106-125-020](#)

- Participation expectations
- Laptop and mobile device policy (recommended)
- Food and beverage policy (recommended)
- Statement on academic integrity (referencing Washington Administrative Code) and potential consequences such as the following: *Students will act in accordance with the standards of academic integrity. The assignments each student submits must be their own, new, original work. Any violations of academic integrity—such as colluding, copying, and plagiarism in all of its forms (including re-using any assignment)—may result in a loss of points, a failing grade for the assignment, and/or a failing grade for the class. Violations may be reported to Student Success. This issue is not merely a matter of course, Department, or University policy but is also covered by the Washington Administrative Code ([WAC 106-125-020](#)). See the [CWU Student Rights and Responsibilities](#) website for additional information.*
- Diversity statement such as one of the following (recommended unless a statement and/or specific language is required by Department):
 - CWU expects every member of the university community to contribute to an inclusive and respectful culture for all individuals in its classrooms, in its work environments, and at campus events.*
 - CWU is a community that includes and values the voices of all people. As such, we recognize the social barriers that have systematically marginalized and excluded people and communities based on race, ethnicity, gender, sexual identity, socioeconomic background, age, disability, national origin, and religion. We are committed to the equity of opportunities, and strive to promote and advance diverse communities. We value and proactively seek genuine participation from these historically under-represented and underserved groups, and recognize them as an essential component of creating a welcoming and rich academic, intellectual, and cultural environment for everyone.*
- Disability Services statement such as the following: *CWU is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or*

experience any barriers to learning, discuss your concerns with the professor. Students with disabilities should contact Disability Services to discuss a range of options for removing barriers and implementing accommodations. Student Disability Services is located in Hogue 126. Call 509-963-2214 or e-mail Disability Services at ds@cwu.edu for more information. If you have documented accommodations, be sure to speak with your professor.

Additional information

- A statement on discussions and/or readings such as the following is recommended: *We will explore, analyze, and discuss a variety of topics that are relevant to us as global citizens and as scholars. We may find some of the issues personally disagreeable or uncomfortable. Every person in the classroom will follow policies and act with civility and tact. It is okay to share opinions, and it is okay to disagree so long as it is articulated in a manner acceptable for our rhetorical situation. It is crucial to remember that being asked to expand on or explain one's point of view and asking others to expand and explain theirs is part of academic inquiry.*
- A course schedule providing a calendar of events, which includes the dates for all major assignments.
- An authentic assessment (final examination or culminating experience) for Final Exam Week must be included in every course. The date, time, and location of the final will be assigned by week three of the term and available through MyCWU.
- Since the course syllabus is a contract between instructor and students, it is recommended to include a brief note at the end of the document such as the following: *The above information is subject to change in the event of circumstances beyond the instructor's control.*

It is highly recommended for professors to do an accessibility check of their syllabi and all documents that will be shared with students digitally. You can learn more from CWU Multimodal Learning at <https://www.cwu.edu/multimodal-learning/accessibility>.