**Common Curriculum Syllabus Checklist for Proposer**

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| **Syllabus component** | **Required/best practice** |
| **Basic Course Details** |
| Course #, title, term/year, mode/format | Best practice |
| Instructor information (name, contact information, office hours) | Best practice |
| Course materials statement | Best practice |
| Course description | Best practice |
| Course student learning objective(s) identified | Bylaw 2.E.II: what will be taught |
| **Common Curriculum Alignment** |
| Topic of inquiry/inquiries identified | Common Curriculum |
| Common curriculum objective(s) identified | Common Curriculum |
| Course student learning objective(s) aligned with Common curriculum objective | Common Curriculum |
| Course assessments aligned to Common curriculum and course objectives | Common Curriculum;Bylaw 2.E.II: when & how learning will be assessed |
| **Course Requirements and Grading** |
| Summary of graded components and weighting | Bylaw 2.E.II: how grades will be assigned |
| Grade scale | Bylaw 2.E.II: how grades will be assigned |
| Course calendar, topic outline, and due dates | Bylaw 2.E.II: schedule, what will be taught, when and how learning will be assessed |
| Missed/late assignment policy | Bylaw 2.E.II: if, when, and how missed assignments will be handled |
| For distance education, student identity authentication | Bylaw 2.E.II: how student identity will be authenticated |
| Resources/University policies and bylaws | Best practice |