

Course Syllabus Compliance Checklist

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Regents Bylaw 4.1 requires instructors to “inform students concerning the requirements, standards, objectives and evaluation procedures at the beginning of each course.” UNL requires the information be published either in writing or electronically at the beginning of each course.

Requirement	Requirement included in:	
	UNL policy ¹	CASNR Policy ²
Course title		XXX
Contact information: Instructor(s) name, office location, telephone &/or email address, office hours	XXX XXX XXX XXX	XXX XXX XXX XXX
Required materials , e.g. textbooks, calculators, equipment, etc	XXX	XXX
Course prerequisites	XXX	
Attendance policy (if any)	XXX	XXX
Special policies (if any), e.g. collaborations in course work, calculator policy use, penalties for late work	XXX	XXX
Course assessments , i.e. graded assignments, exams, papers, etc , along with exact or approximate value of each (points or % total grade). Repeated, small assessments, e.g. homework or quizzes, may be listed as one item	XXX	XXX
Measurable behavioral objectives	Instructor discretion	XXX
Course outline		XXX
Course description		XXX
Due dates for major assignments: place, date & time of final exam	Instructor discretion ¹	XXX
Late assignment policy		XXX
Academic dishonesty policy		XXX
ADA statement (provided on CASNR website)		XXX
Classroom emergency preparedness & response information: Evacuation due to fire alarm, Weather emergency Emergency situation requiring: immediate evacuation or shelter in place		XXX
ACE courses: Certified learning outcome, Opportunities to achieve learning outcomes, Graded assignments used to assess learning outcome		XXX
How work will be graded: exact or approximate grading scale for assignments graded on a point system	Instructor discretion	

¹ UNL Syllabus Policy approved by Academic Senate, April 3, 2007 and ASUM, March 21, 2007 available at <http://www.unl.edu/facultysenate/syllabuspolicy.pdf>, August 19, 2015

² CASNR Course Syllabus requirements available at <http://casnr.unl.edu/course-syllabus>, August 19, 2015