CEC Syllabus Checklist: ALL COURSES

	1. Instructor name, contact information, and office hours and location.
	2. Course designator, number and title, Carolina Core designation (if applicable) and Academic Bulletin description
	3. Final Exam Day and time, as appropriate (from Registrar's website).
	4. Class meeting days, times, and location, or equivalent.
	5. Prerequisite(s). If there is no prerequisite, note that no prerequisite is required.
	6. List of learning outcomes which are measurable and stated as observable learner behaviors using action verbs.
	7. A citation for each required reading/material and a notation that all readings/materials comply with copyright/fair use policies. *Note:* Syllabi should include information about any special software or other products that are required for the course.
	8. Course Overview a) Overview of how the course will be conducted; and b) Communication/feedback turnaround time on, emails, assignments, etc.
	9. Technology a) Specific technologies/ software/programs to be used in the course; and b) Minimal student technical requirements/skills. Note: Syllabi should include information about any required test proctoring services.
	10. A time allocation framework (e.g., week 1, week 2, etc., to include 14 weeks for a standard academic year course session). The time allocation framework will be adjusted for other term lengths accordingly, consistent with course credit hours – 700 minutes of continuous and ongoing instructional time for each credit hour; excludes breaks and final exams.
	11. Assignments a) Full description and number of major assignments and course activities which correspond to the course learning outcomes and grading policy, b) How tests/quizzes are secured (if applicable); c) *Required for 500-600 level courses:* At least one additional, distinct assignment must be required of graduate students. The additional task must account for at least one letter grade. That is, if the additional task is not completed, the grad student must not be able to earn an "A."
	12. Grading Schema a) Grading policy which is clearly stated and includes grading scale, weights of each graded assignment, and explanation of how grades (A-F) will be assigned; and b) If course is offered with a Pass/Fail option, how those grades are determined. c) *Required for 500-600 level courses:* Different grading schemas for graduate and undergraduate credit.
	13. Attendance Policy. State whether attendance is required or just expected. If attendance/ participation is graded, explain the how these grades are determined.
	14. Statement that identifies provisions and resources for students with disabilities.
	15. Academic integrity statement consistent with the university's academic integrity policy and consequences for violating the policy.

CEC Syllabus Checklist for Distributed Learning: Courses with Online Components

	1. Overview of how the distributed learning course section will be conducted, including if theinstruction will be primarily synchronous or asynchronous.
	2. Communication/feedback turnaround time on discussion board postings, emails, assignments, etc.
	3. Specific technologies/software/programs to be used in the course section
	4.Minimal student technical requirements/skills.
	5. Statement verifying learning outcomes are equivalent tothose of a face-to-face (F2F) version of the course.
	6. An "Identification of Provisions for Student-to- Instructor, Student-to-Student, and Student-to-Content Interactions" that explains how each type of interaction has been appropriatelyincorporated within the course.