

Graduate Course Syllabus Checklist

I. Syllabus Requirement for Graduate Courses (From Administrative Handbook Section 3.19 Graduate Courses)

All instructors of graduate courses are required, no later than the first class, to provide students with a written or electronic course syllabus which contains the information listed below.

The syllabus must be one approved by the Administrative Board of the Graduate School as part of a new course proposal or a revision of an existing course. Courses with multiple sections may submit a sample syllabus from a single section.

A course syllabus must include the information listed below. **The language enclosed within quotes in subsections 13 and 14 below should be used without changes.**

- 1. Instructor's name, office address, telephone number, e-mail address, regularly scheduled class meeting times, and office hours for out-of-class consultation. The course prefix, number, title, credit hours, and semester should be listed.
- 2. Course prerequisites, co-requisites or statement on enrollment restrictions. If none, state "none".
- 3. Student learning outcomes for the course. Student learning outcomes in different sections of the same course should not differ significantly.
- 4. All required textbook(s) and other instructional material, and the cost of each. For each required textbook, include the author, title, and date or edition. Statement on required expenses (e.g., museum admission fee, field trip costs, liability insurance), if applicable.
- 5. Course overview including at least the catalog description.
- 6. Course structure (such as group activities, lectures, discussion, labs, field trips, studio, etc.). Explain how the course will operate.
- 7. Course schedule including the following (Note in the syllabus that the course schedule is subject to change with appropriate notification to students):
 - (a) Projected schedule of required readings, assignments, quizzes, and tests.
 - (b) Major topics to be covered.
 - (c) Required field trips and other out-of-class activities, if any.
 - (d) Laboratory, studio, or problem session topics, if any.
- 8. Statement on transportation, if applicable. Students must be informed whenever they must provide their own transportation to a field trip or internship site.
- 9. Statement on safety and risk assumption in courses requiring a laboratory, physical activity, field trips, studios and other special activities. Consult with your department on appropriate wording. Safety issues must be part of the course schedule at the first opportunity.
- 10. Detailed explanation of how grades are determined including:
 - (a) The relative value of the various evaluation components of the course, (the portion of the grade that derives from quizzes, tests, final exam, projects, attendance, participation, etc.) and the specific expectation for each component. When attendance and/or participation are graded, the requirements for earning full value must be explained.
 - (b) The conversion system from numerical to letter grading, if applicable. The University's regulation on grades and grade point average can be found at <http://policies.ncsu.edu/regulation/reg-02-50-03>.
- 11. Instructor's policy on late assignments, including the impact of late assignments on the grading of the assignment and the course.
- 12. Instructor's policies on attendance, (excused and unexcused) absences, and scheduling makeup work. Penalties associated with the number of absences in a course must be explicitly explained. Accepting excused absences of any kind is the prerogative of the instructor. When excuses are accepted, the procedures for submitting excuses and for scheduling makeup work must be explained. The attendance section should also explain whether students with excused absences are still expected to complete the missed work. If excused absences are accepted, refer to the University's Attendance Regulation at <http://policies.ncsu.edu/regulation/reg-02-20-03> for further information, including the University's definition of excused absences.
- 13. Statement for students with disabilities:
"Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Services Office at Suite 2221, Student Health Center, Campus Box 7509, 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation (REG 02.20.01)."
- 14. N.C. State University Policies, Regulations, and Rules (PRR):
"Students are responsible for reviewing the PRRs which pertain to their course rights and responsibilities. These include: <http://policies.ncsu.edu/policy/pol-04-25-05> (Equal Opportunity and Non-Discrimination Policy Statement), <http://oied.ncsu.edu/oied/policies.php> (Office for Institutional Equity and Diversity), <http://policies.ncsu.edu/policy/pol-11-35-01> (Code of Student Conduct), and <http://policies.ncsu.edu/regulation/reg-02-50-03> (Grades and Grade Point Average)."

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