

Graduate Course Syllabus Checklist

As stated in the Graduate School Handbook ([Section 3.18 Graduate Courses](#), Section I. Syllabus Requirement for 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. A syllabus must be approved by the Administrative Board of the Graduate School as part of a new course proposal or a revision of an existing course." As stated in [REG 02.20.07 – Course Syllabus](#), "A course syllabus must include the information listed below. The language enclosed within quotes in sections 2.10, 2.11, 2.16 and, if applicable, section 2.12, must be used verbatim."

1 | Instructor & Course Information

- o instructor's name
- o office Address
- o telephone number
- o e-mail address
- o office hours
- o class meeting time(s)
- o class location / online
- o course prefix, number, and section
- o course title
- o credit hours
- o semester

2 | Course Description – should match CIM and Catalog

3 | Student Learning Outcomes – SLOs in different sections of the same course should mirror the stated outcomes in CIM

4 | Course Structure – e.g. group activities, lectures, discussions, labs, field trips, studio, &c.

5 | Detailed Grade Determination Information

- o relative value of the various evaluation components of the course and the expectations for each component
- o grade conversion
- o **if applicable:** the requirements for obtaining a grade of "Satisfactory" in the case of an S/U (Credit Only or Pass/Fail) course
- o **if applicable:** the requirements and procedures to audit the course

6 | Course Schedule – best practice suggests a note that the course schedule is subject to change with appropriate notification to students

7 | Student Expenses

- o **if applicable:** all required textbook(s) and other instructional material and the range of cost of each; for each required textbook, include the author, title, and date or edition
- o **if applicable:** statement on required expenses, including the possible range of costs based on student choice
- o **note:** if materials are provided for students free of charge, this should also be clarified in the syllabus

8 | Late Assignments Policy – including the impact of late assignments on the grading of assignments and the course grade for that element

9 | Attendance / Absence Policy – including procedures for submitting excuses and for scheduling makeup work when the excuses are accepted

- o penalties associated with the number of absences in a course
- o acceptable number of excused absences in the course
- o statement regarding extenuating circumstances

10 | Academic Integrity Statement – list expectations concerning academic integrity in the completion of tests, assignments, and course requirement; include reference to the Code of Student Conduct ([NCSU POL11.35.01](#)) and Pack Pledge

- o **statement verbatim:** "Violations of academic integrity will be handled in accordance with the Student Discipline Procedures ([NCSU REG 11.35.02](#))."

11 | Statement for Students with Disabilities

- o **statement verbatim:** "Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Resource Office at Holmes Hall, Suite 304, 2751 Cates Avenue, 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 ([NCSU REG 02.20.01](#))."

12 | Digital Course Components – if applicable, see page 2

13 | Insurance of Course Continuity – to ensure course continuity, changes made to the method of instructional delivery, course structure, course schedule, number of assignments, grading or other aspects of the course after the start of the term should be communicated to all students in written form (e.g., dated syllabus revision or syllabus addendum) when course changes are implemented

14 | Transportation Statement – if applicable, students must be informed whenever they must provide their own transportation to a field trip or internship site

15 | Safety and Risk Assumption Statement – if applicable, 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

16 | Additional NC State Rules and Regulations – the following must be copied verbatim:

- o **statement verbatim:** "Students are responsible for reviewing the NC State University Policies, Rules, and Regulations (PRRs) which pertain to their course rights and responsibilities, including those referenced both below and above in this syllabus:
 - > Equal Opportunity and Non-Discrimination Policy Statement <https://policies.ncsu.edu/policy/pol-04-25-05> with additional references at <https://oied.ncsu.edu/divweb/policies/>
 - > Code of Student Conduct <https://policies.ncsu.edu/policy/pol-11-35-01>."

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12 | Digital Course Component

- List of digitally-hosted course components, if any, such as Moodle, Zoom, Mediasite or other posting sites and forums or digital technologies. Instructors should identify any components that may present privacy, copyright, or accessibility issues for the student so that these issues can be addressed during the course drop/add period. If the faculty member is recording lectures in a way that might also record students, the faculty member must inform the students in the syllabus. Students should be allowed to opt-out of recorded class sessions, and participate through other means, if a recording identifying them will be used beyond the current semester or in any other setting outside of the course.
- If software is being used by the instructor to detect the originality of student submissions, students should be informed of what software is being used, what assignment(s) it is being applied to, and any resources that students may be able to use to check their work prior to submitting it.
- Note: Instructors are not responsible for ensuring privacy or accessibility of electronic materials that are not required components of the course (e.g., links to supplemental information that is not part of the required reading list). However, instructors should judiciously consider the privacy, copyright, and accessibility of supplemental links provided to students and warn them of any known issues or concerns in this regard. See Online Course Material Host Requirements (NCSU [REG 08.00.11](#)).
- One of the following statements verbatim:
 - > **For use in courses with online exchanges among students and the instructor, but NOT persons outside the course** (e.g., wrapped):

“Students may be required to disclose personally identifiable information to other students in the course, via, digital tools, such as email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.”
 - > **For use in courses where student information may be accessible to persons beyond the instructor and students in the course** (e.g., not wrapped):

“This course may involve digital sharing or posting of personally identifiable student work or other information with persons not taking or administering the course. Students will be asked to sign a consent form allowing disclosure of their personally identifiable work. No student is required to sign the consent form as a condition of taking the course. If a student does not want the consent form, s/he has the right to ask the instructor for alternative, private means of completing the coursework.”