

A&S SYLLABUS REQUIREMENTS

- 1) Course title
- 2) Course number (including section number)
- 3) Credit hours [**CARDINAL CORE ONLY**]
- 4) Course meeting times and location
- 5) Instructor's name and contact information (email, phone)
- 6) Instructor's office hours (or method of contact for an online course) and office location (if on-campus)
- 7) Course description
- 8) Course learning objectives (all courses must have a **standalone** section describing course learning objectives and their assessment. Bob Goldstein and SACS require this for new course approval)
- 9) Course requirements (e.g., tests, writing assignments, class participation, etc.)
- 10) Cardinal Core objectives and how the course addresses each objective [**CARDINAL CORE ONLY**]
- 11) Course grading scale
- 12) Required course materials (required texts, readings, etc.)
- 13) **WR** requirements, if an approved WR course
- 14) A preliminary course calendar that indicates assignments, due dates, etc.
- 15) Course policy statements, including [required University Title IX statement](#) and recommended [DRC accessibility statement](#). Can include, among others, attendance, plagiarism, technology requirements, information about associated course fees, etc.
- 16) A statement indicating that the instructor reserves the right to make changes to the syllabus if necessary to meet learning objectives, make up for missed class sessions, or other similar reasons.
- 17) Date that the syllabus was prepared [**FOR CARDINAL CORE ONLY**]
- 18) Name of person who prepared the syllabus [**FOR CARDINAL CORE ONLY**]

If a class is proposed for CUE credit, the submitting department must also submit the completed [CUE Course Proposal Form](#) with its sample syllabus.

If classes are proposed for [WR credit](#), they must demonstrate that they require students to write “at least 2400 words of writing in response to several written assignments (papers, essays, tests, reviews, or reports).” WR courses should also satisfy the following expectations:

CRITERIA for WR Courses

- 1) Written assignments shall reflect the discipline's forms and methods of inquiry.
- 2) Every WR course shall require a minimum of 2400 words of writing in response to several written assignments (papers, essays, tests, reviews, or reports). Faculty assessment shall include recommendations for improvement.
- 3) Course syllabi shall specify all WR requirements for the course.
- 4) Upper-division WR courses shall include a discipline-based research component as a significant part of at least one of the graded writing assignments.