

Policy on Written Syllabi for All Graduate Courses
(Approved 2/2/06)

To better inform students about the requirements, content and methodology of the university's graduate curricula, all faculty teaching graduate courses will distribute a written syllabus to each student in the course and or/post it online no later than the second week of classes. The syllabus should contain at least the following information.

- Course objective(s)
- A brief list or summary of topics or projects covered
- Course requirements and methods of evaluation
- Grading criteria including whether or not the plus/minus system will be used
- Contact information (instructor's name, office hours, office location, and campus phone number)