

## **WRITTEN SYLLABI FOR ALL UNDERGRADUATE COURSES**

(Approved 5/8/01; modified 3/25/03)

To better inform students about the requirements, content and methodology of the university's undergraduate curricula, all faculty teaching undergraduate courses will distribute a written syllabus to each student in the course and/or post it on-line no later than the second week of classes.

The syllabus should contain 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).
- For a General Education course, the syllabus should describe how it meets the currently approved goals of the General Education section in which it resides.
- For an upper-division General Education course, the syllabus should include a statement that informs students that the course is an upper-division General Education course and that it requires completion of writing assignments totaling a minimum of 2,500 words.