

<b>Requirements</b>	<b>Course A</b>	<b>Course B</b>	<b>Course C</b>	<b>Course D</b>
Course title and number	✓	✓	✓	✓
Day, time, and place of class meetings	✓	✓	✓	✓
Instructor name	✓	✓	X	✓
Instructor office location and office hours	✓	✓	X	✓ (no loc.)
Instructor phone number and email address	✓	✓	X	✓
Student learning outcomes	✓	✓	✓	✓
Attendance policy	✓	✓	✓	✓
Required/recommended textbooks/learning resources, including ISBN #	✓ (no ISBN)	N/A	✓	N/A
Course prerequisites (if applicable)	N/A	N/A	N/A	N/A
Tentative due dates for assignments, projects, tests, final exam	✓	✓	✓	✓
Criteria for grading and grading standards	✓	✓	✓	✓
If graduate level course being co-taught with undergraduate, separate section on graduate level requirements (e.g., readings, performances, assessments)	N/A	✓	N/A	N/A
Statement on student conduct	✓	✓	X	✓
Standard statement on academic integrity*	✓	✓	✓	✓
Standard statement on accommodations for students with disabilities**	✓	✓	✓	✓
Standard statement on student verification procedures (ONLINE COURSES ONLY)***	N/A	N/A	N/A	N/A
Assignment/exam proctoring options (ONLINE COURSES ONLY)	N/A	N/A	N/A	N/A
<b>Recommendations</b>				
Description of what the class will be like, including how the class will be taught and why				
Description of instructor expectations of students (e.g., reading assignments prior to class, arriving on time, remaining for full class session, participation in discussions, etc.)			✓	
Description of special procedures for this class (e.g., laboratory rules)				✓
Advice on how to read/approach materials, how to study for tests/exams				
Specific criteria for each graded assignment				
Statement on incomplete or late coursework, extra credit, etc.				
Information on student support services (e.g., Learning Resource Center, Library)				