

## **Syllabus Checklist**

*Last revised 5/2022*

### **Required Information**

- ADA/508 Accessibility Compliant
- Instructor's Name
- Telephone Number
- Email Address
- Office Location
- Office Hours
- Division Name and Location
- Course Name
- Course Prefix and Section Number
- Term and Year
- Course Description as in the Catalog
- Course Learning Objectives
- Required Texts and Other Materials
- Specific Attendance Policy
- Specific Statement of Grading Criteria
- Tentative Schedule or List of Assignments with Dates
- Legal Statement(s) as Specified for the Semester (e.g., HR, Accommodations, Never Attended; as communicated by Academic Affairs)
- Late Grade Policy
- Timely Communication Statement (how quickly you will respond to emails/contact from students)
- Grading Time Statement (how long it will take to return grades on average)

**All syllabi should adhere to OCCC's Course Syllabi Policy No. 4014.**