**HSS SYLLABUS CHECKLIST**

**These items should be included on every new and revised syllabus**

**that is submitted for approval to the HSS Curriculum Committee**

**Syllabus Requirements**

Course is proposed by a tenure-track faculty member (CAC policy requires that permanent courses must be attached to continuing faculty. The syllabus itself can be that of a per course instructor, but the instructor on record must be the person submitted the syllabus and accompanying application.)

Student learning outcomes expressed in measurable terms (see HDF sample syllabus for specific examples)

 Grading scale

 Assignments

 Grading policy (HDF specific grading policy is listed on the HDF website)

 Course schedule with:

Topics

Readings

Assignments

Due dates

Deadlines

Exams

 Statements regarding accommodations for:

Disabilities

Academic Enhancement Center

Writing Center

Academic Integrity