



Instructor/ Class Syllabus Review Checklist

ACC students will be provided clear statements of course expectations, requirements, and policies of the faculty. A well-developed course syllabus is essential for accomplishing the objective, and can be critical when responding to student concerns regarding grades or other classroom policies.

Faculty Instructions: Use the checklist below to verify that ALL applicable items are included in your syllabus. When complete, submit this form to your Department Chair along with the required items in the portfolio.

Faculty Name (please print) _____

Course Name, Number, Section Number and Synonym _____ **Semester/Year** _____

Syllabus Item	Instructor	Evaluator
1. Heading		
Instructor Name		
Course Name and Number		
Section Number and Synonym		
Course Time and Location		
2. How to Reach the Instructor		
Office Hours		
Office Location and Number		
Phone, Email, Website, etc.		
Arranging Conferences/Appointments		
3. Course Description		
Catalog Description		
Course Prerequisites/Corequisites		
4. Course Rationale/Objectives		
5. Student Learning Outcomes		
Course Student Learning Outcomes		
Discipline/Program Student Learning Outcomes		
General Education Learning Outcomes (for Core Curriculum classes)		
SCANS competencies (for workforce courses)		

Syllabus Item	Instructor	Evaluator
6. Required Texts/Materials		
7. Instructional Methodology		
8. Grading System		
9. Course Policies		
Attendance/Participation		
Withdrawal		
Missed or Late Work		
Incomplete		
Scholastic Dishonesty		
Student Rights & Responsibilities		
Students with Disabilities		
Safety Statement		
Student Discipline		
Use of ACC Email Communication		
10. Testing Center Policy (if applicable)		
11. Student and Instructional Services		
12. Course Outline/Calendar		

Instructor _____
Date