The following information will appear on the syllabus and be identical to information on the Course Outline of Record (COR):

- The instructor will provide students with a course syllabus on the first scheduled class meeting. The syllabus should communicate clear and concise information to help the student understand the scope of the course and expectation for successful completion.

The following information will appear on the syllabus and be identical to information on the Course Outline of Record (COR):

**Required Syllabus Information from (COR)**
- Course title
- Course prefix and number
- Prerequisite(s)
- Corequisite(s)
- Program
- School
- Credit hours
- Contact hours
- Catalog description
- Major course learning objectives
- Course content
- Academic honesty statement
- Copyright statement
- ADA statement

**Additional Required Syllabus Information**
The syllabus must also contain the following additional information. The instructor may determine the content of this information.
- Instructor
- Course section number
- Additional course learning objectives (if required)
- Required text, or other instructional materials
- Required consumable materials and equipment supplied by student
- Instructor phone number
- Instructor e-mail address
- Instructor office location and hours
- Method(s) of instructional delivery
Method(s) of evaluation
Grading scale
Make-up policy
Attendance policy
Activities schedule, including calendar of topics, assignment, test, etc.
Last date to drop course without grade
The name and location of the Disability Service Coordinator
Right of revision statement

Optional Syllabus Information
Faculty are encouraged to provide additional information that will help the student understand in more detail how the class will be conducted.
Extra credit work, if applicable
Class/lab relationship
References or reading that are optional but recommended
Format for papers, projects, or other assignments
Computer room/lab rules if applicable
Withdrawal process and responsibility
Certification/licensure disclaimer language (if appropriate to the course)
Electronic communication devices protocol
Other