

Name of College/University	University of Michigan	University of Florida	UC Berkeley	Chaffey	Central Oregon CC
Syllabus Checklist	x	x	x	x	x
Syllabus Examples		x		x	(template)
Course Title	x	x	x	x	x
Section/reference number	x		x	x	
Course number	x	x	x	x	x
Number of units/credits	x		x		
Day, year, time, place of class meetings	x		x	x	x
Instructor's name	x	x	x	x	x
Office Location	x	x	x	x	x
Office Hours	x	x	x	x	x
At least One method of Contact: phone, fax, etc.	x	x	x	x	x
Catalog description	x		x	x	x
Required and Recommended materials	x	x		x	x (isbn's noted)
Location of class materials (see above)	x				
Course objectives/outlines	x	x	x	x	
Course Prerequisites	x		x		x
Schedule of assignments, papers, etc.	x	x		x	
	x	x			
Make-up exam/quiz/lab Policy	x	x	x		
Student workload policy	x				
DSPS accomodations	x	x	x	x	
Classroom Conduct	x	x			
Sexual Harassment	x				
Late work policy	x	x	x		
	x	x		x	
	x	x	x		
Special procedures/safety (labs)	x		x		
Advice on studying for exams/quizzes	x		x		
Advice on reading materials for class	x		x		
	x	x	x		x
Incompleted work	x		x		x
Retakes/resubmission	x	x	x		x
	x		x	x	
	x				
Extra credit/work	x	x	x		x
Attendance/absences policy		x	x	x	x
Notification of additional Fees		x	x		
Critical dates for exams or other work		x	x	x	
Honesty policy regarding cheating, etc		x	x	x	
Name of University/college			x	x	
			x		x
Last day to withdraw from the course			x		
Special event days: field trips, etc.			x		
			x		
			x		
Syllabus subject to change (disclaimer)			x	x	
Copies of past exams/model papers			x	x	
Software, supplies, equipment			x		
Points possible and grading scale/policy				x	x
SLO's				x	x
Final exam date/time/place				x	
Signature of understanding of syllabus				x	
Disclaimer regarding course content				x	
policy audio/video recording of lecture					
Internet Links/resources					
Chain of command					
FERPA					
instructor and student rights					

Name of College/University	University of Reno	University of Maryland	Miracopa CC	LA Mission College
Syllabus Checklist	x	x	x	x
Syllabus Examples	?		x	
Course Title	x	x	x	x
Course Designator	x	x	x	
Course number	x	x	x	x
Number of units/credits				
Day, year, time, place of class meetings		x	x	
Instructor's name	x	x	x	x
Office Location (ft only)	x	x		
Office Hours	x	x		x
One method of Contact: phone, fax, etc.	x	x	x	
Brief Description of Course (catalog)		x	x	x
Required and Recommended materials	x	x	x	x
Location of class materials (see above)				
Course Goals, objectives, expectations	x			x
Course Prerequisites				x
Schedule of assignments, papers, etc.				
Criteria for grading		x		x
Make-up exam/quiz/lab Policy				
Student workload policy				
DSPS accommodations	x	x	x	x
Classroom Conduct		x		
Sexual Harassment				
Late work penalties				
Behavior/conduct in class		x		
Participation/discussion		x		
Special procedures/safety (labs)	x		x	
Advice on studying for exams/quizzes	x			
Advice on reading materials for class	x			
Specific criteria for each graded work				
Incompleted work			x	
Retakes/resubmission			x	
Special Services				
Disputing grade/s				
Extra credit/work	x		x	
Attendance/absences	x	x		
Notification of Fees				
Critical dates for exams or other work	x	x	x	
Honesty policy regarding cheating, etc	x	x	x	x
Name of University/college			x	
Late assignments/extensions	x		x	
Missed exams/assignments	x	x	x	
Last day to withdraw from the course				
Special event days: field trips, etc.	x	x		
Academic freedom				
Copyright protection/notice		x	x	x
Lab safety precautions	x			
Syllabus/dates subject to change			x	
Copies of past exams/model papers				
Software, supplies, equipment				
Points possible and grading scale	x		x	x
SLO's				x
Final exam date/time/place				
Signature of understanding of syllabus				
Disclaimer regarding course content				
Policy on taping of lecture/lecture			x	
Internet Links/resources				x