



Office of the Vice President for Academic Affairs
Virginia C. Tudela, Ph.D.

MEMORANDUM

VPAA 2023-011

TO: All Faculty

FROM: Virginia C. Tudela, Ph.D.
VPAA

SUBJECT: Revised Syllabi Checklist

DATE: March 1, 2024

Attached is a revised syllabi checklist to be used for both traditional and DE courses as well as secondary courses. As indicated in Article VII.C.1, "A copy of the syllabus shall be provided to the Department Chair". Additionally, in keeping with Article VII.C.2.b, students are to be provided with a syllabus on the first day of class. As is existing practice, an electronic copy of your syllabi is given to your Department Chair, who then checks the syllabi against a syllabi checklist and then forwards the checklist, along with all syllabi, to the Dean's Office.

Secondary faculty are asked to utilize the template and complete the items that are applicable.

The process for the submission of syllabi to the DCs and the Dean's Office will remain the same. The syllabi checklist is designed to promote quality assurance. Included is a syllabi checklist guide and syllabi standardized statements.

Please use this checklist as you prepare your syllabi.