

# Syllabus Checklist for Faculty Assessment

Based on requirements as listed on the [Syllabus Standards for Credit Courses website](#). Please check the Catalog for full requirements and suggested areas.

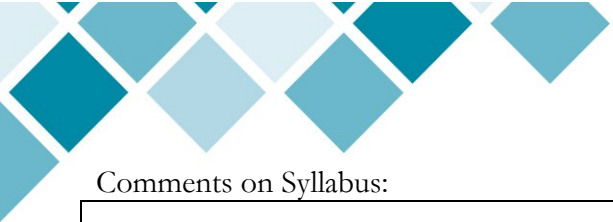
## Required Content

- ☐ College name
- ☐ Instructor name, office location, availability, phone number, and PCC email address
- ☐ Term and year
- ☐ Course title, number, credits, description, course outcomes and course prerequisites copied from the Course Content and Outcome Guide (CCOG) or a hyperlink to the CCOG
- ☐ Course Registration Number (CRN), meeting time, and meeting location (if applicable)
- ☐ Instructional materials (e.g., textbooks, supplies, equipment)
- ☐ Major assignments and due dates (e.g., exams, final, essays, projects)
- ☐ Instructor's grading criteria including attendance and make-up policies
- ☐ PCC Grading Guidelines
- ☐ Drop/Withdraw deadlines
- ☐ Accessibility and Accommodations statement
- ☐ Title IX/Nondiscrimination Statement
- ☐ Student Rights and Responsibilities
- ☐ Flexibility Statement
- ☐ Sanctuary College statement

## Suggested Content

Additional content is up to the individual Instructor and may include (but not limited to) the following:

- ☐ Link to instructional website
- ☐ Link to PCC website
- ☐ Tentative class calendar
- ☐ Instructional philosophy
- ☐ Campus resources (e.g., child care, tutoring, student clubs, advising, etc.)
- ☐ Information about PCC Libraries
- ☐ Food and Housing Insecurity statement
- ☐ Statement encouraging students to communicate with their instructors
- ☐ Policy on Student Rights
- ☐ Student Code of Conduct Policy and Procedures
- ☐ Academic Integrity statement
- ☐ Children on PCC Properties policy
- ☐ Statement regarding instructor's policy on mobile communication devices
- ☐ Statement regarding recording and distribution of class sessions
- ☐ Mandatory Reporting Requirement statement



Comments on Syllabus: