

# Dean's Syllabus Review Checklist



*Submit a separate checklist for each syllabus*

**Date received by Dean's office:** \_\_\_\_\_

*(This line to be completed by office staff)*

**Course:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

| Syllabus Content Requirement  | Complete?  |
|---|--|
| I. Course Information:<br><input type="checkbox"/> Semester and year<br><input type="checkbox"/> Course title, number, & section<br><input type="checkbox"/> Meeting days, times, & location(s)<br><input type="checkbox"/> Instructor name(s)<br><input type="checkbox"/> Telephone numbers                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| II. Office location & Office hours  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| III. Textbooks, readings and/or bibliography  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IV. General Objectives or Expected Learner Outcomes   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| V. Instructional Methods  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| VI. Course Description/Course content<br><input type="checkbox"/> Inclusive of catalog description and pre-requisite<br><input type="checkbox"/> Chronological outline inclusive of topics covered and course requirements (exams, quizzes, projects, papers, assignments, with indication of the course grading value of each) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| VII. Evaluation and Grading<br><input type="checkbox"/> Includes specific grading system (number and type of evaluations; how final grade is determined)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| VIII. Absence Policy<br><input type="checkbox"/> similar to or refers to one in catalog (is not stricter than catalog policy)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IX. Texas Wesleyan Policies<br><input type="checkbox"/> University policies statement<br><input type="checkbox"/> Disability accommodations statement<br><input type="checkbox"/> Syllabus statement<br><input type="checkbox"/> lab/chemical use statement (if applicable)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Recommendations by Dean's Office

- Accept as is
- Reject

○ Rationale: \_\_\_\_\_  
\_\_\_\_\_