



Nichols College Syllabi Components

The Curriculum Committee, with the approval of the Faculty Assembly, has outlined below the **required** components for all Nichols College syllabi. Please utilize this as a checklist when creating / modifying syllabi.

This list is not intended to limit the information a faculty member uses in their syllabi, and it is not intended to standardize the visual design and formatting of your syllabi. A faculty member may add as much information as they choose, and present it in the format of their choice.

I. Basic Information

- a. NC logo
- b. Course Title & Number
- c. Course Meeting Time & Location
- d. Instructor Name & Contact Information
- e. Office Hours & Location

II. Course Description

- a. Course Objectives & Outcomes* - NEASC & IACBE Requirement
- b. Course Objectives Assessment Measures – NEASC & IACBE Requirement
- c. Catalogue Description
- d. Prerequisites

III. Text & Related Materials (examples listed below)

- a. Text & Readings
- b. Subscriptions
- c. Websites, Blogs, etc.
- d. Lab Supplies / Lab Fees
- e. Technology Required

IV. Scheduled Classes

- a. Class Meeting Dates with coinciding important due dates
- b. Important Academic Dates; i.e. last day to withdraw

V. Assignments & Examination Policies

- a. *Submission Policy / Late Submission Policy*
- b. *Due Dates & Descriptions*
- c. *Types of Required Assignments*
- d. *Grading Policies & Numeric / Weighted Grading Criteria*

VI. Additional Policies

- a. *Attendance Policy; faculty member discretion on terms of policy (required)*
- b. *Classroom Conduct Policies*
- c. *Policies pertinent to subject matter; i.e. writing policies, effective speaking, labs*
- d. *Guidelines for School Sponsored Events; athletics, field trips etc. (provide link)*

VII. College Policy

- a. *Absence Policy (effective 1/14) – Provide link or reference source*
 - b. *Accommodations & Learning / Support Services - Provide link or reference source*
 - c. *Plagiarism & Honesty Policy - Provide link or reference source*
 - d. *Credit Hour Policy (effective 5/14) – Provide link or reference source*
 - e. *Disclaimer Statement; i.e. “Syllabus is subject to Change”*
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