



KSU faculty should include all the elements on the checklist below in addition to any other components typically included. There is a [Syllabus Template](#) that has the below information already formatted and can assist in building syllabus.

1.	<input type="checkbox"/>	At the top of the syllabus create a heading that includes “Kennesaw State University,” the college, school and/or department.
2.	<input type="checkbox"/>	The academic term with date the course is being offered.
3.	<input type="checkbox"/>	The full course prefix, number, and title as they appear in the catalog .
4.	<input type="checkbox"/>	The number of credit hours per the catalog. If this is a variable credit hour course, list the number of credit hours students will earn for this course.
5.	<input type="checkbox"/>	The class meeting time, location, and modality.*
6.	<input type="checkbox"/>	The instructor’s name, email address, office location, office phone number, and office hour schedule.*
7.	<input type="checkbox"/>	The course description, which must be the same as the catalog. Also include all listed prerequisites and/or course requirements as they appear in the catalog .
8.	<input type="checkbox"/>	The list of required texts and readings, and/or recommended texts and readings, and/or technology requirements for this course.
9.	<input type="checkbox"/>	The student learning outcomes for this course. All outcomes need to be measurable and appropriate to the course level. Outcomes on the syllabus should be the same as when the course was approved.
10.	<input type="checkbox"/>	The requirements and assignments of this course. If you require participation and/or attendance as part of a grade, those requirements should be listed here.
11.	<input type="checkbox"/>	The course grading description and distribution. You must include the methods of evaluation, your grading scale, and a statement on feedback expectations and feedback turnaround time.
12.	<input type="checkbox"/>	<i>[Graduate Syllabi Only]</i> Clear evidence that students will engage in research and/or appropriate professional practice and training.
13.	<input type="checkbox"/>	<i>[Graduate Syllabi Only]</i> Clear evidence that students will engage with knowledge of the literature of the discipline.
14.	<input type="checkbox"/>	The policies for this course. The syllabus must include the course attendance policy. The syllabus may include policies for late work, missed exams, extensions, excused absences, accommodation of students participating in official University functions, instructor expectations, etc. Policies, including the attendance policy, should reflect the modality of the course.
15.	<input type="checkbox"/>	<i>[Optional]</i> Any department or College specific policies

16.	<input type="checkbox"/>	The Federal, BOR and KSU Student Policies Link: https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php . The Academic Integrity Statement is required to be on your syllabus and is included at this link. It is preferable to include the link rather than copy from the page, as the linked webpage is regularly updated.
17.	<input type="checkbox"/>	KSU Student Resources Link: https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php . It is preferable to include the link rather than copy from the page, as the linked webpage is regularly updated.
18.	<input type="checkbox"/>	The course calendars. This should reflect the meeting times of the course and highlight specific course readings, course requirements, and course assignments.

*Note: If this is a syllabus being created for curricular approval and these specifics are not available, please ensure the required elements are evident in the syllabus even if not completed.