



## GMU Required Syllabus Information Checklist

Updated August 2024

This checklist is compliant with [GMU Catalog Policy AP.2.5](#).

**All faculty are required to provide the information noted below** to all their students.

Faculty must also make available to all students, and abide by, the [Common Policies Addendum](#).

Please **check with your academic unit, program, or course coordinator**: They will likely require you to include additional information and/or policy language in your syllabus.

You may **organize or format** this information to meet your needs. Your syllabus may be printed, provided in an online document, and/or integrated into your LMS site (e.g., Canvas).

Additional suggestions for writing a clear, complete syllabus that supports student learning are [available from the Stearns Center for Teaching and Learning](#).

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\_\_\_\_\_ **Course Number**

\_\_\_\_\_ **Course Title**

\_\_\_\_\_ **Instructor Name**

\_\_\_\_\_ **Instructor Contact Information**

\_\_\_\_\_ **Semester and Year**

\_\_\_\_\_ **Class Meeting Day(s) and Time(s) and Modality/ies**

\_\_\_\_\_ **Course Description/Overview**: If this is a University designated Mason Core, writing intensive (WI), research and scholarship intensive (RS), or notated course, include relevant details.

\_\_\_\_\_ **Course Learning Outcomes**

\_\_\_\_\_ **Grading Schema**: Numerical breakdown of A, B, C, etc. (or equivalent for other grading systems)

\_\_\_\_\_ **Grade Weights**: How assignments/exams count for the final grade

\_\_\_\_\_ **Grading-related Policies**: Policies that can significantly lower student grades, such as Late Work