GMU Required Syllabus Information Checklist

Updated August 2025

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.

_____ **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 or Missed Exam

_____ **AI (Artificial Intelligence) Tools Policy**: A statement about allowable and prohibited uses of AI tools, with as much specificity as possible.