



GMU Required Syllabus Information Checklist

Updated August 2026

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 other notated course, include relevant details.

_____ **Course Learning Outcomes**

_____ **Grading Schema**: Numerical breakdown of the divisions between 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.