The following headings must be in your syllabus. Please be sure to re-arrange your syllabus so that the headings appear in the EXACT SAME order as shown below.

A. Course information: title, catalog number, description, and prerequisites
B. Meeting times (days of the week and time of day) and location
C. Instructor information: instructor’s name, office (room) number, mailbox location, office hours, telephone number, and email address, or as appropriate.
D. Course objectives/learning outcomes
E. Required and optional media and tools
F. Policies on late assignments and/or makeup work
G. Description of evaluation methods
H. Description of how grades are determined
I. Description of attendance policy
J. Reference to CSN Academic Integrity Policy at http://www.csn.edu/pages/3342.asp
K. Reference to Americans with Disabilities Act (ADA) statement and current CSN Disability Resource Center information http://www.csn.edu/pages/2566.asp
L. Disclaimer statement that syllabus is subject to change as deemed appropriate by the instructor with advance notification
M. Tentative schedule for the semester
N. Reference to students’ rights and responsibilities pertaining to CSN policies and services at http://www.csn.edu/PDFFiles/Public&College%20Relations/StudentRightsRespSection.pdf
O. Reference to CSN library workshops at http://www.csn.edu/LibraryWorkshops
P. References (library reserve and supplemental information)
Q. Required extra- or co-curricular activities
R. Statement of safety or risk assumption
S. Statement of additional fees
T. Description of additional information unique to the class or instructor