

## Course Syllabus Guide and Checklist:

Your syllabus is an important document for your course and should reflect your personal style. However, the course description and course objectives must be identical to what is maintained in the Active Course File (ACF) in Curricunet.

### Syllabus Checklist:

- College of DuPage header
- Course number/Course title
- Instructor name
- Instructor contact information (office, telephone, email, webpage)
- Course description - required (see instructions below)**
- Course objectives - required (see instructions below)**
- Topical outline
- Required texts, materials, supplies
- Important assignment, examination, project deadlines
- Final exam date and time
- Grade computation/Grading scale
- Absence/Tardiness policy
- Make-up policy
- Academic Honesty
- Late withdrawal policy
- Incomplete policy

### Other Recommended Information



- Classroom policies/Student conduct
- Work return policy

You should check the “Active Course File” in Curricunet at the beginning of every semester to ensure that your course description and course objectives are the most up to date versions.

To access Curricunet follow the steps below, you do not need to sign-in to view the ACFs:

1. Goto: <http://www.curricunet.com/DuPage/>
2. In the left-hand column under Search, click on Course
3. Enter the COD Course Number; for example, 1101, 1102, etc.
4. From the drop-down menu, select the Curricular Area
5. Click OK

You will then see the Course Search Results as pictured below:

Course Search Results			
Actions	Curricular Area	COD Course Number	Title
	SPANI-SPANISH	1101	Elementary Spanish I *** Historical ***
	SPANI-SPANISH	1101	Elementary Spanish I *** Approved ***

**The current version is the \*\*\*Approved\*\*\* version.** You can click on either WR to view the Active Course File as a Word Document or CS to see a course syllabus shell. **Both of these documents contain the official course description and objectives that must be included verbatim in your syllabus.**