

**Policy on Required Syllabus Elements for
Graduate Programs and Post-Baccalaureate Certificates**

**Continuing & Graduate Programs
Simpson College**

Purpose of Policy: To enhance consistency, quality, and completeness across courses and instructors, while preserving instructor flexibility and individuality. The policy aims to ensure important syllabus elements are included in all syllabi (across all Simpson College locations, modes of course delivery, and instructors), but does not prescribe a specific syllabus organization or instructional approaches.

Policy: Required Syllabus Elements for Graduate Programs and Post-Baccalaureate Certificates

Course Number and Title

Term and Year

Instructor's Name

Classroom Location

Class Days and Times

Instructor's Contact Information:

Email

Office Location

Office Telephone

Office Hours

Course Description

Prerequisites

Required Textbook(s)

Course Learning Objectives

Course-Level Student Learning Outcomes

Course Coverage of Program-Level Student Learning Outcomes

Class and Assignment Schedule

Evaluation and Grading

Contact Hours and Learning Time

Course Policies:

Attendance

Academic Integrity

Grading Scale

Expectations for Student Conduct

Students with Documented Disabilities (ADA)

Course Continuity Plan