

## SYLLABUS REQUIREMENTS FOR GRADUATE COURSES (CAS POLICY)

*Approved at CAS Chairs' Council, 4/7/2010*

The syllabus for each graduate course section should contain at a minimum the information listed below. A typed syllabus should be provided to students in paper or electronic form as early as possible in the semester and should be filed and retained in the department office for at least 5 years. Students are responsible for keeping up to date with changes announced as the semester proceeds. If the nature of the course renders it difficult or inappropriate to provide some or all of the information below, the syllabus requirement may be waived by written permission of the department chair. That permission should be retained in the department office.

### Instructor information

Instructor of record's name, office location, office hours, and e-mail address

### Course information

Catalog number, course number, course title, and any cross-listings

Course description and objectives

Grading methods and attendance policy

### Incomplete grades, absences, and make-ups

Statement on instructor's policies, or reference to the appropriate section of the *Graduate Bulletin*

### Readings

List of required texts, articles, papers, etc. as applicable, or an indication that readings will be announced as the semester proceeds

### Academic integrity

Statement on academic integrity, or reference to the appropriate section of the *Graduate Bulletin*