

Sam Houston State University Faculty Handbook

Revised Mar 2016

Syllabus Guidelines

The following information is to be included on all syllabi. Colleges may opt to require additional information.

Course Identification	Course Name
	Course Number
	Credit Hours
	Semester and Year
	Department
Instructor Information	Class Location
	Name
	Contact Information
Course Information	Availability
	Course Description (i.e. 400-level class for graduate credit, independent study)
	Learning Outcomes
	Required and Optional Text and other Resources
	Attendance Policy
	Grading Policy
	Make-up Policy
Required Policies	Tentative Course Outline
	Faculty may opt to link to www.shsu.edu/syllabus
	Academic Dishonesty
	Americans with Disabilities Act
	Absences for Religious Holy Days
	Visitors in the Classroom

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In addition to the above, individual colleges may have additional requirements. Faculty may opt to include additional information such as study tips, instructor evaluations, information about academic support services, availability of tutoring, and classroom rules of conduct.