

Guidelines for Syllabi to Meet SACS *Criteria*

To comply with SACS *Criteria*, a syllabus should be distributed to students in each course that includes the items listed below. The Standard Course Syllabus Format or NCATE Format found in the *Curriculum Guide* includes these items. Each unit has specified a site where syllabi for all courses should be maintained, either in the Dean's Office or on the Web. Syllabi already on that site should be reviewed to ensure that they contain the following:

1. A list of student learning outcome goals, that is, the specific knowledge, skills, or understanding students are expected to demonstrate on completion of the course. (For 500-level courses, there should be some differentiation between the goals for undergraduates and the goals for graduates.)
2. A list of the requirements of the course, that is, the assignments, tests, and experiences the student will be expected to complete successfully to pass the course. (For 500-level courses, the assignments and the level of performance expectation for graduate students should be clearly differentiated from those for undergraduate students.)
3. Information about the course content, for example, a topical outline of the course.
4. Information about the methods of evaluation to be employed, including how the final grade will be determined. (For 500 level courses, ensure that the evaluation of both graduate and undergraduate students is addressed).