
Syllabus Compliance Checklist

A course syllabus serves many functions – it orients students to the course content, required materials, provides a timeline for assignments and assessments, and offers guidance on how to successfully learn in the course. Although the syllabus is not a contract or legally binding contract, the New York State Education Department (NYSED), Middle States Commission on Higher Education (MSCHE), and individual academic units within the University of Rochester, all have requirements for what information must be present in the syllabus. Use this document as a checklist to ensure your syllabus complies with state, accreditation, and UR regulations.

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	Time and Location of Class Meetings The days, times, and location of class meetings (including directions if the class is meeting off-campus or in a non-UR building) must be listed on the course syllabus.
	Required Course Materials The syllabus must list all supplies, software, books, or other materials students are expected to have and are required for successful learning in the course. These can include art supplies, a laboratory coat and goggles, or textbooks. No additional materials can be required at any point during the semester. All materials and supplies must be listed up-front, on the syllabus.
	Course Timeline A timeline for the course, weekly or by class meeting, must be included in the syllabus clearly indicating topics to be covered in each class meeting, homework and assignment deadlines, and exam or other assessment deadlines.
	Overview of Assignments Assignments need to be clearly described in terms of what a student is expected to do to earn a passing grade in the course. NYSED requires that the syllabus should include all methods for assessing student achievement, including assessment rubrics at the course and project level.

Basis of Grade Determination

NYSED requires that the syllabus provide a clear statement about how the final grade will be

