

**New/Revised Graduate Syllabus Guidelines**  
(Minimal Requirements for the UNC Charlotte Graduate Council) (08/2023)

The following guidelines are minimal requirements for new/revised graduate courses being routed to the Graduate Council for approval. Students, however, may need additional information in the final syllabi. **Note:** If this course is cross-listed with an undergraduate course, please submit separate syllabi for each level.

1. Course Number and Title (with distinctions for cross-listed courses; note required pre- or co-requisites)
2. Course Description (Catalog Description) to include graduate credit and how often course is to be offered.
3. Instructor information (Name, office number, institution and department, office hours, contact information)
4. Objectives of the course:  
Include a list of objectives reflecting expectations for learning and performance (e.g., Know x; Understand concepts of...; Apply principles to; Interpret charts and graphs; Write well organized Theme about...; and/or, Demonstrate critical thinking through...).
5. Instructional Method:  
Include description illustrating type of course (e.g., lecture, seminar, independent study) and approach to instruction.
6. Probable textbooks or resources
7. Means of student evaluation:  
Include number and character of examinations, if appropriate; research to be conducted, if any; and/or work beyond class, if any. Describe relative weight of the different elements of the course, (e.g., two tests equal 20% each, research paper equals 40%, for a total of 100% of grade). Alternatively, if the course is pass/unsatisfactory, then to satisfy what is required for a passing grade or what is not.
8. Specify policies that apply to this course: (See Legal Affairs guidance: <https://legal.charlotte.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notice> )
  - a. University Academic integrity (Policy 407) [Academic Integrity policy](#) – including use of VeriCite
  - b. Attendance (acceptable number of absences)
  - c. Grading policy (A, B, C, Unsatisfactory - include the requirements for these as number grades)
  - d. Accommodation requests: *UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please send me your accommodation letter as early as possible. You are encouraged to meet with me to discuss the accommodations outlined in your letter. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or Fretwell 230*
  - e. Additional requirements – (required technology, CPR, liability insurance, etc.)
  - f. Expected conduct in class – (limits on technology, participation, civility, etc.)
  - g. Non-discrimination, Title IX – [Title IX](#)
9. Topical outline of course content, including a calendar and due date
10. Recommended: University resources to support students (UCAE, WRC, Atkins Library, CGL, etc.)
11. Attachments - Attach course materials following the format presented above (items 1-9). If both graduate and undergraduate versions of this course are to be offered, evidence of the differences required for graduate students and undergraduate students must be submitted to both the Undergraduate Course & Curriculum Committee and the Graduate Council.

Adapted from the Chronicle of Higher Education: [How to Create a Syllabus](#).