

Program Registration Proposal Completion Guidance

Syllabi Expectations Tip Sheet

Submission and Review Protocol:

- A. Syllabi will be checked once, prior to the submission of the proposal.
- B. If multiple instances where the syllabi do not meet NYSED requirements: provide information that is inconsistent with other proposal documents, or other clerical errors are found during the review of the syllabi, documents will be returned to the school to be revised prior to the completion of a full review.

Each syllabus must include the following:

[\(link to guidance powerpoint\)](#)

1. Course description
2. Course objectives
3. Prerequisites (if any)
4. Credits allocated
5. Assignments
 - a. List and provide a description for each graded assignment
6. Method of assessing student achievement, including the assessment rubrics at the course and project levels
 - a. Provide the grading weight of each assignment (see 5. Assignments)
 - b. Ex. Assignment 1: 20%; Exam 1: 30%; Exam 2: 30%; Class Participation: 20%
7. Basis of grade determination
 - a. Ex A: 90-100; B 80-89...etc
 - b. Ex P/F
8. Bibliographic and other resources
9. Other course policies related to integrity of credit (if any)
10. Author(s) of syllabus.
 - a. Not required if the faculty member teaching the course is listed on the faculty table.