**From** [**Faculty Senate Motion**](https://universitysystemnh.sharepoint.com/teams/FacultySenate/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FFacultySenate%2FShared%20Documents%2FFaculty%20Senate%20Public%20facing%20documents%2Fdocuments%2Fmotions%2F2023%2D2024%2FMotion%20XXVIII%20M6%20%E2%80%AFBasic%20Information%20for%20Course%20Syllabi%2Epdf&parent=%2Fteams%2FFacultySenate%2FShared%20Documents%2FFaculty%20Senate%20Public%20facing%20documents%2Fdocuments%2Fmotions%2F2023%2D2024&p=true&ga=1)**:** All faculty are required to have NECHE compliant syllabi and are encouraged to, in a format appropriate to their disciplines or departments, include the following information on a syllabus for students each semester and will provide the syllabus in digital file format (e.g., PDF, Word), to the Associate Dean’s office for record keeping upon request.

Course-specific information (**bold items are required for NECHE**; *items in italics do not apply to all courses*)

Basic Information

* + Course number and title
		- Number of credits/units (include a [link to the federal definition of a credit hour](https://catalog.unh.edu/undergraduate/academic-policies-procedures/credit-hour-policy/))

## University requirements (i.e., [DISC](https://catalog.unh.edu/undergraduate/academic-policies-procedures/discovery-program/), [WI](https://catalog.unh.edu/undergraduate/academic-policies-procedures/writing/),)

* + - Modality/meeting time and place
		- Semester/Term (and start/end dates)
		- Department/program
		- *Course prerequisites*
		- ***Simultaneous 700/800 course designation (Graduate vs. Undergraduate standard in course)***
	+ **Instructor Information**
		- **Instructor name, title/rank, and department/program affiliation**
		- **Preferred contact method and information**
			* **Email address with availability/response time**
			* **Office address and phone number**
			* **Office hours and location (physical or remote)**
		- *Names and contact information for teaching assistants*

Course Summary

* + Course description (minimum course catalog description)
		- Format (e.g., lecture plus lab/discussion etc.)
		- **Course SLO’s** (*and program SLO’s*)
		- Sequence of course topics and important dates
		- *Sensitive course content*

# **Assessment overview**

* + - **Credit hour workload estimate** (e.g., a minimum of 45 hours of student academic work per credit per term)

# **Types (e.g., assignments, final paper, exam, etc.) and delivery (e.g., canvas, on paper, remote proctoring) of assigned coursework**

* + - **Grading procedures and final grade scale** (e.g., using the UNH scale or deviating)
	+ Learning resources
		- Required/recommended textbook (or other source for course reference information)
		- Other required/recommended materials (e.g., software, clicker remote, etc.)
		- Technical requirements
	+ Course Policies
		- Attendance

# **Expectations regarding assignment deadlines, late, or missing work**

* + - Academic integrity/plagiarism/AI
	+ *Additional information as needed for program accreditation (and other program requirements)*