

Recommended Graduate Syllabus Requirements

1. Course catalog description (including prerequisites, if applicable)

2. Learning Outcomes

In addition to learning outcomes, courses meeting University Core requirements must include the specific course-related outcomes from the University Core.

3. Statements of Requirements

a. e.g., readings, tests, papers, projects, participation, etc.

b. if the course is offered for both undergraduate and graduate credit, the statements of requirements must make it clear what amount and type of additional work is required of graduate students

4. Grading Scheme/Policy

a. specific evaluation criteria should be included for each assignment indicating the maximum number of points or percentage for each assignment as it counts toward the final course grade

b. how participation is graded must be clearly explicated so that students cannot question the grade (if applicable)

c. the range of values that correspond to each final letter grade must be included

TU undergraduate final grades are A, A-, B+, B, B-, C+, C, D+, D, F, or S, U (FX and I may or may not be included in the syllabus grading policy)

TU graduate final grades are A, A-, B+, B, C, F or S, U (grade of FX, I, IP may or may not be included in the syllabus grading policy)

d. if the course is offered for both undergraduate and graduate credit, the grading policy must clearly differentiate between undergraduate and graduate final grade schemes/policies

5. Policies

a. Attendance/absence policy as it relates to grades in this course, consistent with TU Class Attendance/Absence Policy

b. Late work policy, including penalties for late work (if any) and procedures for making up work in the case of absence (if allowed)

c. Academic integrity policy as it relates to grades for this course, consistent with TU Academic Integrity Policy

d. Course repeat policy: "Students may not repeat a course more than once without prior permission of the Academic Standards Committee." (if course can be repeated for credit, provide a statement such as "May be repeated for a maximum of X credits.")

e. Students with disabilities policy -- "This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services (DSS), 7720 York Road, Suite 232, 410-704-2638 (Voice) or 410-704-4423 (TDD). Students who expect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made."

6. Course Content – e.g. a schedule of topics and assignments, providing information about what will be taught at each class meeting and assigned readings for each class meeting (if applicable)

7. Bibliography (required for upper level undergraduate and all graduate courses)