**CFA SYLLABUS CHECKLIST**

(updated August 2016)

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| Included? |  |
|  | Course Number &Title (required) |
|  | Term/Year |
|  | Credits (required) |
|  | Time (required) |
|  | Location (required) |
|  | Pre-requisite (if relevant) (required) |
|  | Instructor Contact Information |
|  | Personal pronouns |
|  | Office Hours & Location (required) |
|  | Course Fee Explanation (if any) (required) |
|  | Course Description (required) |
|  | Course Overview |
|  | Teaching & Learning Methods (required) |
|  | Course Objectives (required) |
|  | Required Texts/Reading (if any) |
|  | List of Supplies (if any) |
|  | Facility & Equipment Use (if necessary) |
|  | Grading Policy (Evaluation Methods & Criteria) (required) |
|  | Attendance & Punctuality Policy (required)  |
|  | Additional Policies |
|  | Faculty & Student Responsibilities (required) |
|  | Americans with Disabilities Act (ADA) Statement (required) |
|  | Addressing Sexual Misconduct/Title IX Coordinator (required) |
|  | Additional Campus Resources Available to Students |
|  | Assignments |
|  | Tentative Schedule (required) |
|  | Non-Contract Statement |
|  | Copyright |