

Syllabus Checklist: Syllabus should conform to the most recently approved COCC College Now syllabus template and all items should be present on syllabus unless noted as optional

[COCC College Now Syllabus Template](#)

☐	Accurate class information including
☐	Title & number, credits, term & year, meeting days & times, location
☐	High school faculty name
☐	Course description matches current COCC catalog
☐	Recommended preparation (optional)
☐	Pre-requisites (if applicable)
☐	Student learning outcomes match current COCC catalog
☐	Instructional methods (optional)
☐	Required course materials including textbook title, ISBN, and publisher; other materials needed for the course
☐	Technology assistance statement
☐	Artificial Intelligence (AI) policy
☐	Course topics (optional schedule or weekly plan)
☐	Due dates for major graded work
☐	Final exam date and time
☐	Grading standard (how grades are determined)
☐	Grading scale matches COCC grading scale
☐	Class policies that help clarify requirements of course (options listed below)
☐	Class policies (optional)
☐	☐ Final exam policy (any additional information beyond date and time)
☐	☐ In-class work
☐	☐ Late work
☐	☐ Missed exams
☐	☐ Attendance/absences
☐	☐ Changes to the syllabus/deadlines/assignments
☐	☐ Email policy
☐	☐ Cheating/Plagiarism
☐	College Now dates/deadline, transfer information, students accommodations and institutional syllabus sections present
☐	Syllabus is posted on school LMS and uploaded to COCC Canvas site (or has been emailed to OHSP)

Comments on missing or inaccurate elements from syllabus