

## Course Syllabus Checklist

### Required Information

- College of DuPage header
- Course number/Course title
- Instructor name
- Instructor contact information (office, telephone, email, web page)
- Course description (from Active Course File – see instructions below)
- Course objectives (from Active Course File – see instructions below)
- Topical outline (from Active Course File – see instructions below)
- Required texts, materials, supplies
- Important assignment, examination, project deadlines
- Final exam date and time
- Grade computation/Grading scale
- Absence/Tardiness policy
- Make-up policy
- Academic honesty
- Late withdrawal policy
- Incomplete policy

### Recommended Information



- Classroom policies/Student conduct
- Work return policy

## Curricunet Access Instructions

Please copy and paste directly from the Active Course File (ACF) in Curricunet into your syllabus. You do not need to sign-in to view the ACFs. To access the ACF for your course, please follow these steps:

1. Go to: <http://www.curricunet.com/DuPage/>
2. In the left-hand column under Search, click on Course
3. Enter the COD Course Number; for example, 1101, 1102, etc.
4. From the drop-down menu, select the Curricular Area
5. Click OK

You will then see the Course Search Results as pictured below:

Course Search Results			
Actions	Curricular Area	COD Course Number	Title
	SPANI-SPANISH	1101	Elementary Spanish I *** Historical ***
	SPANI-SPANISH	1101	Elementary Spanish I *** Approved ***

You can click on either WR to view the word report or CS to see the course syllabus shell. Both of these documents contain the official course description, objectives and topical outline.