The GCC requires that a new syllabus adhere to the Provost's guidelines (reprinted below), and in addition contain the following information:

1. The required text(s) must be listed. If the course has a reading list, the list should either be included in the syllabus, or attached to it.

2. If the student is required to use electronic resources for on-line instruction, homework, quizzes, or assignments, the syllabus must describe in sufficient detail what is required of the student. The schedule of class sessions should indicate which, if any, class sessions are on-line. Instructions for on-line access should be included or attached to the syllabus.

Syllabus - Expectations

Office of the Provost - 2004 June 18

All faculty should provide a written syllabus for each of their courses. Departments must maintain current syllabi for all classes on file for at least six years. The syllabus should include the following elements:

1. The instructor's name and contact information, including office location; office hours; office phone; and office email address.

2. A schedule of class meetings and leadings. Depending on the nature of the course, the department's policy, and the instructor's judgment, this schedule may be summary or detailed. Changes may of course occur; these should be communicated frequently to the class.

3. The dates and times of course examinations, including the final. If there may be unannounced tests, this should be stated.

4. Information on assignments and due dates. If late assignments will be accepted, this should be stated, including possible consequences such as lower grades.

5. A quantitative description of how students will be evaluated. It is important that your expectations about student evaluations be clear, as a frequent basis for student grade appeals is lack of clarity in evaluation criteria. A simple sentence stating the criteria to be used (e.g., midterm exams, term paper, final exam, and class participation), and the relative weight of each, may suffice.

In general, attendance may not be used in evaluating students, except in such cases as studio art and activity courses, laboratories, and practica, for which departments or individual instructors may have specific policies. However, class participation is normally a valid criterion. Students who are absent cannot contribute to or benefit from class discussions, presentations, and other activities. The consequences of non-participation should be stated.
The syllabus also should state any additional requirements departments may have, based on their academic programs. It may remind students of policies on academic integrity, including such issues as cheating and plagiarism.

For additional advice for an effective syllabus, please visit this link:

http://www.qc.cuny.edu/about/administration/Provost/CurriculumStudent/Pages/EffectiveCourseSyllabus.aspx

The syllabus should also include an ADA statement such as the following:

**REASONABLE ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES**

Candidates with disabilities needing academic accommodation should: 1) register with and provide documentation to the Special Services Office, Frese Hall, Room 111; 2) bring a letter indicating the need for accommodation and what type. This should be done during the first week of class. For more information about services available to Queens College candidates, contact: Special Service Office; Director, Miriam Detres-Hickey, Frese Hall, Room 111; 718-997-5870 (Monday – Thursday 8:00 a.m. to 5:00 p.m. & Friday 8:00 a.m. to 4 p.m.).