

PLNU Required Syllabus Components (revised May 2016 by FDC)

All required syllabus components relate to PLNU providing evidence that we do, or require, certain things to comply with federal laws and WASC guidelines, including setting and following our own policies, and that we communicate this to our students.

Syllabus Element	Undergraduate	Graduate
PLNU Mission*	Required	Required
Course Description – actual text of catalog description is required. More explanation/information is encouraged if helpful	Required	Required
Department name, course #, units, meeting days/times/location	Required	Required
Instructor name/contact information/office hours & location	Required	Required
Course Learning Outcomes	Required	Required
Program Learning Outcomes (PLO's) or General Education Learning Outcomes (GELO's – undergrad only) assessed in this particular course	Required – with brief description of the assessment	Required - with brief description of the assessment
Assessment and Grading	Required	Required
Course credit hour information	Required for Hybrid/On-line	Required for Hybrid/On-line
Required Texts/Resources	Recommended	Recommended
Final Exam Policy with date/ time of final exam. Final exam is required, and will be given at the scheduled time. If three exams are scheduled on the same day, students may request a change.	Required	N/A
Incompletes and Late Assignments	Recommended	Recommended
Course Activity Sequence/Schedule	Recommended	Recommended
Spiritual Care	Recommended – provide link to Spiritual Development	Recommended - provide contact info for on-site chaplain
The required wording for each of the following policies will be included in the PLNU Common Syllabus Policies document provided by Mark Pitts' office each semester Faculty members are encouraged to add any information specific to their own course, as it relates to any of these policies, in the main body of the course syllabus. FERPA is no longer required in syllabi.		
PLNU Copyright Policy	Required	Required
PLNU Academic Honesty Policy	Required	Required
PLNU Academic Accommodations Policy	Required	Required
PLNU Attendance and Participation Policy	Required	Required

*PLNU Mission is included in all PLNU syllabi as evidence of communication of the importance of the mission to students, and also to document our mission to the federal government and other external audiences.