



Syllabus Requirements List (For Discussion at FCDC)

This Syllabus Checklist was developed by the Faculty Chairs and Directors Council (FCDC) at Bakersfield College. Please use it as a guide to ensure that your course syllabus has all the required information prior to the start of the term.

1. Course & Institutional Information

- College name
- Course title and number
- Course Reference Number (CRN)
- Semester and year
- Meeting days, times, and location
- Final exam date, time, and location

2. Instructor Information

- Instructor name
- Contact information (email, phone if applicable)
- Office location
- Office hours
- Contact/communication policies

3. Course Description & Learning Goals

- Official catalog course description
- Student Learning Outcomes (SLOs)

4. Materials & Resources

- Required textbook(s) and materials
- Availability of tutoring and academic support services
- Disability support services statement (DSPS)

5. Assignments, Grading, & Evaluation

- Methods of evaluation/assessment
- Assignments and grading criteria



- Grading policy (including scale, weighting, etc.)
- Late work policy
- Academic integrity policy (including plagiarism and AI use)

6. Policies & Expectations

- Attendance and tardiness policy
- Classroom etiquette (optional but recommended)
- Other course-specific policies

7. Important Dates

- Add/drop deadlines
- Withdrawal deadlines

8. Schedule of Instruction

- Weekly or unit-based schedule of:
 - Topics
 - Readings
 - Assignments
 - Activities

9. Special Course Components (if applicable)

- Distance Education (DE) course requirements
- Program-specific or specialized course requirements

10. Other Special Information as Selected by Instructor