The following elements are required of all syllabi by Faculty Senate:

* Course objectives
* Expectations and requirements such as papers, lab reports or exams
* Attendance policies
* Grading criteria and the approximate weight of each course requirement in the final grade
* Examination schedule and any make-up rescheduling policies
* Policies on academic honesty
* Policies on course accessibility and accommodations (e.g. Disability statement)
* Office, phone and mailbox numbers for instructor(s)