

Course Number: Course Title

(Be sure both the number and title match those on the course change/proposal.)

Course Description:

Course description must match that in the course change/proposal form and/or course catalog. See <http://gradschool.missouri.edu/policies/graduate-catalog/> for *Graduate Catalog* and <http://registrar.missouri.edu/degrees-catalogs/index.php> for *Undergraduate Catalog*.

Prerequisites or Co-Requisites:

If there are no prerequisites for the class, please indicate that information here.

Textbooks and Materials:

If there are no textbooks required for the class, please indicate that information here.

Assignments:**Grading Procedures:**

- Identify all assignments and how they will be graded (points, percentages, etc.).
- Include a rubric identifying what point number or percent corresponds with a letter grade or an S/U.
- If the course is cross-level (i.e., graduate and undergraduate students can take the same course), additional expectations for graduate student work **MUST** be included, as well as a grading scale for both graduate student grades and undergraduate student grades.
- All graduate student letter grades include A, B, C, and F (there is no designation for D in graduate school)
- Undergraduate letter grades include +/- grades and D grades.

Course Policies:

Identify any course policies related to submitting late work, absences, etc.

Sample Statement for Academic Dishonesty:

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

Sample Statement for ADA:

If you need accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class, or at my office.

Office location: _____ Office hours: _____

To request academic accommodations (for example, a notetaker), students must also register with the [Office of Disability Services](http://disabilityservices.missouri.edu), (<http://disabilityservices.missouri.edu>) S5 Memorial Union, 882-4696. It is the campus office responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. For other MU resources for students with disabilities, click on "Disability Resources" on the MU homepage.

Sample Statement for Intellectual Pluralism (OPTIONAL):

The University community welcomes intellectual diversity and respects student rights. Students who have questions concerning the quality of instruction in this class may address concerns to either the Departmental Chair or Divisional leader or Director or the Director of the [Office of Students Rights and Responsibilities](http://osrr.missouri.edu/) (<http://osrr.missouri.edu/>). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

Course Topics:

List the topics covered in the class by week.

Week	Topic
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	
Week 16	