



DATE: August 1, 2022  
TO: All University of Nevada, Las Vegas Instructors  
FROM: Kate Korgan, Senior Vice Provost for Academic Affairs  
RE: Minimum Criteria for Syllabi – Fall 2022

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The Faculty Senate and the Office of the Executive Vice President & Provost determined that the information listed below represents the minimum required content for all course syllabi at UNLV. This memo is posted on the [University Policies](https://www.unlv.edu/policies/additional) webpage (<https://www.unlv.edu/policies/additional>), in the Executive Vice President and Provost section → Academic Semester Memos → Syllabi Content → Minimum Criteria.

- Name and number of the course.
- Name(s) of the instructor(s).
- UNLV email address(es) of the instructor(s).
- Office location(s) of the instructor(s).
- Office telephone number(s) of the instructor(s).
- UNLV e-mail address(es), office location(s), and telephone number(s) of the teaching assistant(s), if applicable.
- Office hours for the instructor(s), and if applicable, for the teaching assistant(s).
- Learning outcomes for the course.
- Required and/or recommended books and materials.
- Required reading assignments, including those on library reserve.
- Library and information resources recommended for the course.
- In-class and out-of-class assignments and due dates, if known.
- Relative weight of assignments, or description of rubric to be used in calculating course grade.
- Date, time, and location of final examination, if known.
- Any other class-specific information.
- Academic policies distributed by the Office of the Vice Provost for Academic Programs before the start of the Fall and Spring semesters.

#### **Public Health Directives**

- Face coverings are currently optional for all faculty and students in the classroom.
- Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements) (<https://www.unlv.edu/coronavirus/health-requirements>). Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), ([https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf)), including being administratively withdrawn from the course.
- Information about [COVID-19 reporting](https://www.unlv.edu/coronavirus/reporting) may be found here (<https://www.unlv.edu/coronavirus/reporting>).

Please address questions to Kate Korgan, Senior Vice Provost for Academic Affairs: [SVPA@unlv.edu](mailto:SVPA@unlv.edu) or (702) 895-5950.