DATE: December 2, 2021

TO: All University of Nevada, Las Vegas (UNLV) Instructors

FROM: Christopher L. Heavey, Executive Vice President and Provost

# RE: Minimum Criteria for Syllabi – Spring 2022

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](http://www.unlv.edu/about/policies/current-policies) webpage, https://www.unlv.edu/policies/current-policies, in the Executive Vice President and Provost section, Academic Year Memos, Syllabi Content, Minimum Criteria.

Please address questions to Javier A. Rodríguez, Vice Provost for Academic Programs, [javier.rodriguez@unlv.edu](mailto:javier.rodriguez@unlv.edu).

* Name and number of the course.
* Name(s) of the instructor(s).
* UNLV e-mail 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 mandatory 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, including being administratively withdrawn from the course.