



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**

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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/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](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.