



DATE: July 1, 2020
TO: All University of Nevada, Las Vegas (UNLV) instructors
FROM: Christopher L. Heavey, Interim Executive Vice President & Provost
RE: **Minimum Criteria for Syllabi – Academic Year 2020 – 2021**

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. Please address any questions to Javier A. Rodriguez, Vice Provost for Academic Programs, javier.rodriguez@unlv.edu. 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.

- 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.
- **The following text and links:**

Public Health Directives

[Face coverings are 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 <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 Code of Student Conduct](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https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

[Academic Policies](https://catalog.unlv.edu/content.php?catoid=29&navoid=7326): <https://catalog.unlv.edu/content.php?catoid=29&navoid=7326>

[Student Services & Activities](https://catalog.unlv.edu/content.php?catoid=29&navoid=7331): <https://catalog.unlv.edu/content.php?catoid=29&navoid=7331>

[University Policies](https://catalog.unlv.edu/content.php?catoid=29&navoid=7332): <https://catalog.unlv.edu/content.php?catoid=29&navoid=7332>

[University Community & Libraries](https://catalog.unlv.edu/content.php?catoid=29&navoid=7322): <https://catalog.unlv.edu/content.php?catoid=29&navoid=7322>