



DATE: January 7, 2021
TO: All University of Nevada, Las Vegas (UNLV) instructors
FROM: Christopher L. Heavey, 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. 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.

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https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

[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>