

# SIMPLE SYLLABUS APPROVER CHECKLIST

Approvers play a critical role in maintaining academic quality and compliance. This guide outlines what to look for when reviewing syllabi submitted through Simple Syllabus.

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## 01 Regulatory Compliance

Ensure the syllabus complies with:

- **BOG Regulation 8.003**
  - Are all required instructional materials listed?
  - Is there confirmation that all listed materials are used in the course?
  - Are affordability and transparency considerations evident?
- **Florida Statute 1007.25**
  - Does the course meet general education core requirements?
  - Are learning outcomes aligned with statewide competencies?
- **Florida Statute 1007.55**
  - For civic literacy or mandated content: Are required outcomes and assessments included?

## 02 FAMU Institutional Requirements

- Is the syllabus published at least 45 days before the term?
- Is the Simple Syllabus template used correctly?
- Do instructor details, course modality, and term match iRattler records?
- Are any discrepancies flagged for correction by the Office of the Registrar?

## 03 Student Learning & Objective Content

- Are learning objectives clearly stated and measurable?
- Do assessments align with learning outcomes?
- Is the content objective, academic, and free from personal bias?
- Does the syllabus promote student engagement and support learning?

## 04 College/School-Level Consistency

- Are departmental policies (e.g., attendance, grading, integrity) included?
- Is the syllabus consistent with college/school guidelines?

## 05 Common Issues to Monitor

- Incorrect instructor or course assignments.
- Missing or outdated modality fields.
- Incomplete required sections (e.g., learning outcomes, materials).
- Lack of clarity in assessment methods or grading criteria.