

(undergrad template)



NOVA SOUTHEASTERN
UNIVERSITY

Fort Lauderdale | Fort Myers | Jacksonville | Miami | Miramar
Orlando | Palm Beach | Puerto Rico | Tampa | Online Globally

**(The logo here may be modified to represent
the college offering the course)**

Name of Department
Name of course

Last Revision Date:

I. COURSE NUMBER AND TITLE:

Semester & Year:

Course Start and End Dates:

Course CRN & Section:

Meeting Days and Times:

Building and Room:

II. INSTRUCTOR:

Name:

Email:

Phone:

Office Hours:

This course is administered by the (name of Department). If the instructor cannot be reached, please contact the (name of Department) at 954-262-xxxx.

III. COURSE DESCRIPTION:

A. Course pre-requisites, if any

IV. LEARNING OUTCOMES:

V. REQUIRED TEXTS AND MATERIALS:

Title:

Author:

Publisher:

Edition:

ISBN-13:

VI. COURSE REQUIREMENTS:

VII. COURSE SCHEDULE AND TOPIC OUTLINE:

Class schedule subject to modification, but not without prior notification. **(insert a calendar here with information for each class meeting)**

VIII. GRADING CRITERIA:

Final Course Grade:

Your final grade is determined by your performance on a number of different tasks: **(possible tasks include papers, tests, online discussions, group projects, etc.)**

TOTAL	

Grading Scale: *this information is for example purposes only—grading scale may be determined by your college or department

Percentage	Final Grade
90 and above	A
87-89	B+
80-86	B
77-79	C+
70-76	C
67-69	D+
60-66	D
Below 60	F

IX. UNIVERSITY-WIDE POLICY STATEMENTS

Students should visit www.fcas.nova.edu/about/policies.cfm to access additional required college-wide policies. It is your responsibility to access and carefully read these policies to ensure you are fully informed. As a student in this class, you are obligated to follow these college-wide policies in addition to the policies established by your instructor.

The following policies are described on this website:

- Academic misconduct
- Last day to withdraw
- Email policy
- Student course evaluations
- Student responsibility to register
- Student responsibility for course prerequisites

Additional Academic Resources: Nova Southeastern University offers a variety of resources that may aid in student success. Among these resources are:

Accommodations for students with documented disabilities. For more information about ADA policy, services, and procedures, students may call the Office of Student Disability Services at 954-262-7189 or visit <http://www.nova.edu/disabilityservices>.

Tutoring and Testing Center:

Free tutoring services: Students are encouraged to use the free, individualized tutoring services offered by the Tutoring and Testing Center (TTC). TTC provides a supportive atmosphere in which tutors and students work collaboratively on improving students' writing, math and/or science skills. <http://www.nova.edu/tutoring-testing/index.html>

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