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| **Section** | **Information** | **Locked** | **Pre-Populated** |
| Heading | College name, course title, prefix, course number, section number(s), credits, academic term and year, course dates | Checkmark | Checkmark |
| Meeting Times | Meeting days, location, times |  | Checkmark |
| Course format: Seated, Online, etc. |  | Partially |
| Lecture and Lab hours |  | Partially |
| Contact Information | Instructor name and contact information. Include office hours and location. |  |  |
| Materials | List of required and recommended texts, materials, and technology. |  |  |
| Statements about technology requirements, AutoAccess, etc. |
| Course Description | OTC Course Description and Rationale  Requisites | Checkmark | Checkmark |
| Objectives | OTC Course Objectives | Checkmark | Checkmark |
| Outcomes | Program and Gen Ed/CORE 42 Outcomes |  |  |
| Program Information | Information about your specific program. If relevant for your course, the information will either be pre-populated or provided by your program director/department chair. |  |  |
| Grading | Grading scale, grading practices; how and when students will receive feedback. |  |  |
| Course Information | Attendance definitions, academic grievance contact information, and other course-specific information. Online courses have a Proctored Event subsection. |  |  |
| Institutional Policies | Academic Grievance | Checkmark | Checkmark |
| Academic Integrity | Checkmark | Checkmark |
| Attendance | Checkmark | Checkmark |
| Disability Support Services | Checkmark | Checkmark |
| Additional Items | This section is for anything else you would typically include in a syllabus. | Checkmark | Checkmark |
| Schedule | Course calendar |  |  |