

**GAVILAN COLLEGE  
ADMINISTRATIVE EVALUATION  
OF PART**

**II. Course Material Review:**

Unsatisfactory                      Needs Improvement                      Satisfactory

A. SYLLABUS:

Basic Information, i.e. Course number, Title, Term, Year, Faculty name, Office hours

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Course Details, i.e. Brief course description, prerequisites, advisories, required text and materials, learning outcomes, chronological schedule, due dates for tests and assignments

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Evaluation/Grading, i.e. Grading criteria identified and completed requirements

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Attendance policy

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ADA accommodation statement