CASA Greensheet Checklist

(S05-14 available @ http://www.sjsu.edu/senate/S05-14.htm)

Each green sheet shall include, at a minimum, the following items:

1. Course Information
   a. Basic information
      i. San Jose State University
      ii. Course title, number, sections, days/times taught, location
      iii. Semester and year
      iv. Instructor name, office number, location
      v. Instructor contact information (email, phone, etc.)
   b. Office hours and days
   c. Course or section information
      i. Description
      ii. Prerequisites
      iii. Required and recommended texts, reading material
      iv. Any other necessary equipment/materials/fees
   d. Student learning objectives (and GE objectives if a GE course)
   e. Course requirements
      i. Assignments, homework, fieldwork, participation,
      ii. Tentative course calendar
   f. Grading information
      i. How letter grades determined
      ii. Extra credit options, if available
      iii. Percentage weight assigned to class assignments
      iv. Penalty (if any) for late or missed work

2. University, College, or Department Policy Information
   a. Academic integrity statement
   b. Campus policy re compliance with ADA
   c. Department or college policies with which class is associated