Syllabi Summary for _____ semester, 20_____

Course name & number	Course name & number	Course name & number
Class location & meeting time	Class location & meeting time	Class location & meeting time
Instructor's name & email	Instructor's name & email	Instructor's name & email
Office hours & location	Office hours & location	Office hours & location
Attendance/make-up policy	Attendance/make-up policy	Attendance/make-up policy
Assignment due dates	Assignment due dates	Assignment due dates
Test & quiz dates	Test & quiz dates	Test & quiz dates
Final exam date & time	Final exam date & time	Final exam date & time
Other	Other	Other

Syllabi Summary for _____ semester, 20____

Course name & number	Course name & number	Course name & number
Class location & meeting time	**Class location & meeting time**	**Class location & meeting time**
Instructor's name & email	**Instructor's name & email**	**Instructor's name & email**
Office hours & location	**Office hours & location**	**Office hours & location**
Attendance/make-up policy	**Attendance/make-up policy**	**Attendance/make-up policy**
Assignment due dates	**Assignment due dates**	**Assignment due dates**
Test & quiz dates	**Test & quiz dates**	**Test & quiz dates**
Final exam date & time	**Final exam date & time**	**Final exam date & time**
Other	**Other**	**Other**

Syllabi Matrix for _____ semester, 20_____

Course name & number	Course name & number	Course name & number
Class location & meeting time	**Class location & meeting time**	**Class location & meeting time**
Instructor's name & email	**Instructor's name & email**	**Instructor's name & email**
Office hours & location	**Office hours & location**	**Office hours & location**
Attendance/make-up policy	**Attendance/make-up policy**	**Attendance/make-up policy**
Assignment due dates	**Assignment due dates**	**Assignment due dates**
Test & quiz dates	**Test & quiz dates**	**Test & quiz dates**
Final exam date & time	**Final exam date & time**	**Final exam date & time**
Other	**Other**	**Other**