

End of Course Documentation Checklist

Faculty are required to complete end-of-course documentation for each assigned section at the end of each term. Some of this documentation is established within the course at the beginning of each semester.

Prior to the end of the semester, faculty must complete, digitally sign, and submit the End-of-Course Documentation checklist as directed by the timeline and process set by their Department Chair.

Primary Instructor of Record:					Department:				Semester:				
Faculty Assigned Courses					Institutional Requirements Start of Term				Institutional Requirements End of Term				
					CRN	Subject	Course	Section	POT	Syllabus in Bb	First Day Handout in Bb	Section Calendar in Bb	Gradebook set-up in Bb

I have confirmed the items listed above are available within my Blackboard course sites.

Primary Instructor of Record Signature:

Date:

Department Chair / Program Director Signature:

Date: