

## COURSE SYLLABUS POLICY

**PURPOSE:** To provide uniform guidelines to faculty in the development of course syllabi.

**POLICY:**

1. By the second class meeting, all course instructors, including part time faculty, will provide written or electronic course information (syllabi) to students. A copy of the syllabus for each course will be filed for one year with the Department Chair. Faculty members are encouraged to post syllabi to the internet.

2. Faculty members must include the minimum information below for each course.

However, they may adapt course syllabi to specific needs of each course and to their own style.

- A. Course information: title, catalog number, description, and prerequisites
- B. Meeting time and location: days of the week, time of day, and where the course meets
- C. Instructor information: instructor's name, office (room) number, mailbox location, office hours, and telephone number, and e-mail address, or as appropriate
- D. Course objectives/learning outcomes: measurable objectives of the course
- E. Required and recommended texts
- F. References (library reserve and supplemental information), if any
- G. Instructor's policies on late assignments and/or makeup work
- H. Description of evaluation methods
- I. Description of how grades will be determined
- J. Description of attendance policy
- K. Required extra- or co-curricular activities, if applicable
- L. Statement of safety or risk assumption, if applicable
- M. Statement of additional fees, if applicable
- N. Reference to CSN Academic Dishonesty Policy
- O. Reference to and location of other CSN policies that may be useful for the students,
- P. CSN Americans with Disabilities Act (ADA) statement and current CSN Disability Resource Center contact information
- Q. A final disclaimer statement that syllabus is subject to change as deemed appropriate by the instructor with advance notification.
- R. Schedule for the semester.
- S. Description of additional information unique to the class or instructor.
- T. Instructor's policies on possibly objectionable materials, if applicable
- U. Explanation of students' rights and responsibilities pertaining to CSN policies and services found in the College Catalog and on the CSN website. These sources contain essential information about attendance, unregistered student in class, religious holidays, safety/security issues, emergency notification, testing, adding and dropping classes, course repeat, auditing, credit hour load, incomplete grade, grade appeals, auxiliary services, Counseling and Psychological Services (CAPS), tutorial, retention/E-alert, student code of conduct, student rights and responsibilities, disruptive and abusive students, participation in extracurricular activities, and accepted email use.