

## **COURSE SYLLABUS POLICY**

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

**POLICY:**

1. By the second class meeting, all course instructors, including adjunct faculty, will provide course information (syllabi) for distribution 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 learning management system.

2. Faculty members should consider including 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, pre-requisites, if any;

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, office hours, and telephone number, and e-mail address;

D. Late instructor instructions: e.g. "Students must wait for \_\_\_ minutes or per other instructions if the instructor is late"

E. Course objectives/learning outcomes: measurable objectives of the course;

F. Required and recommended texts;

G. References (library reserve and supplemental information);

H. Instructor's policies on late assignments and/or makeup work;

I. Examinations and papers: descriptive information about exams and papers (e.g., type and frequency);

J. Grading policy: description of how grades will be determined;

K. Attendance policy: description of attendance policy (Sample text: Regular attendance is required at all class meetings.);

L. Required extra- or co-curricular activities, if applicable;

M. Departments will consult with System Attorney and College Safety Officer to develop a statement of safety or risk assumption in courses requiring laboratories, physical activity, or field trips, if applicable;

N. Statement of fees (e.g., equipment or facility rentals, field trip costs, etc., if applicable);

O. Academic integrity policy: (Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.);

P. ADA statement: description of disability accommodation. (System Attorney should come up with strongly recommended text: (Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a campus Disability Resource Center:

Cheyenne: 651-4045

Charleston: 651-5089

Henderson: 651-3086

The Disability Center determines eligibility for and authorizes the provision of services.

Q. The final disclaimer statement on each syllabus: Information contained in this syllabus may be subject to change with advance notice, as deemed appropriate by the instructor.