

**MOST RECENT CHANGES**

Version #2

1. Policy rewritten into approved format, as per GEN 1.2 on October 20, 2011.
2. Addition of library policy statement and addition of vanity website to academic integrity policy link

I. POLICY PURPOSE

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

II. POLICY STATEMENT

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.

III. PROCEDURE

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 times (days of the week and time of day) and location
- C. Instructor information: instructor's name, office (room) number, mailbox location, office hours, telephone number, and email address, or as appropriate.
- D. Course objectives/learning outcomes
- E. Required and recommended texts
- F. Policies on late assignments and/or makeup work
- G. Description of evaluation methods
- H. Description of how grades are determined
- I. Description of attendance policy
- J. Reference to CSN Academic Integrity Policy <http://www.csn.edu/academicintegrity/>
- K. CSN Americans with Disabilities Act (ADA) statement and current CSN Disability Resource Center contact information <http://www.csn.edu/pages/2566.asp>
- L. Disclaimer statement that syllabus is subject to change as deemed appropriate by the instructor with advance notification
- M. Tentative schedule for the semester
- N. Reference to students' rights and responsibilities pertaining to CSN policies and services are found in the College Catalog and on the CSN website <http://www.csn.edu/pages/660.asp>
- O. Reference to library workshops such as "*College Library Services offers ongoing research workshops throughout the semester. Bring your topic or assignment to one of the workshops on the basics of locating and citing quality information and receive in-depth assistance with a librarian. Check out the schedule at www.csn.edu/LibraryWorkshops or call 651-5729 for more information.*"
- P. References (library reserve and supplemental information)
- Q. Required extra- or co-curricular activities
- R. Statement of safety or risk assumption

- S. Statement of additional fees
- T. Description of additional information unique to the class or instructor
- U. Instructor’s policies on possibly objectionable materials

IV. AUTHORITY AND CROSS REFERENCE LINKS

N/A

V. DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by (add additional signature lines as appropriate):

/s/ Tracy Sherman
Signature

10/20/11
Date

Faculty Senate Chair
Recommending Authority Title

Reviewed for Legal Sufficiency:

Richard L. Hinckley
General Counsel

10/20/11
Date

Approved by:

Michael D. Richards
CSN President

10/24/11
Date

VII. ATTACHMENTS

None