

# G-30-21 SYLLABUS STANDARDS FOR CREDIT CLASSES

Approved: 2017-05-02

Each instructor must provide a course syllabus to enrolled students at the beginning of the course and to the department administrative assistant (who maintains a historical record for the College) for each section taught. Instructors must complete their syllabus and post it to the Canvas course site before the first class meeting of the term.

The syllabus serves as an outline of the course of study and communicates the instructor's design, including the information listed below. The syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are very important. The following elements are required to be included on every syllabus:

Course Information (title, number, CRN, credits, term and year, meeting times, location/web site)

Instructor information (name, office hours and location, phone and/or email)

Course description (from Catalog)

Learning Outcomes (from Catalog)

Program-level Outcomes (for courses meeting AAOT Focus Area requirements, list focus area outcomes)

Course materials (list required materials including textbook, ISBN, publisher, any other required materials)

Technology (identify required technology and provide support contact)

Artificial Intelligence (AI) policy

Class topics and schedule

Due dates for major graded work (such as exams, major essay or project)

Final Exam Date and Time

Grading and Assignments (explain how grades will be determined)

Grading Standard

Grading Scale

Class Policies (final exam, in-class work, late work, missed exams, attendance/absences, change to the syllabus/deadlines/assignments, email policy, cheating/plagiarism)

Academic Affairs has approved a recommended syllabus template to provide students with consistent and comprehensive information to support their success. The template also includes optional elements to include on a syllabus and examples from COCC faculty.

Related Materials: Syllabus Template information is available via the Instructional Resources web page.