

ADMINISTRATIVE PROCEDURE 766
COURSE SYLLABI

I. PURPOSE

Outlines the procedures and requirements for syllabi of credit lecture courses and laboratories. Syllabi shall be considered a formalization of course procedures. The responsibility for the content of the syllabus resides with the faculty member.

II. DEFINITIONS

- A. CRN – Course Reference Number
- B. Connected CRN's – Two or more CRN's which hold all students in common.
- C. Part of Term -The semester duration of a CRN (Fall/Spring, 8 week, first 5weeks, second five weeks, third five weeks, alternative [off-campus], late-start, Summer I 6 week, Summer I 8 week, Summer I 12 week, Summer II 6 week, and study tours).
- D. Instructor - Any individual teaching a credit course or laboratory

III. PROCEDURE

- A. Instructors must provide a syllabus for every credit section they teach at the College.
 - 1. Independent Study and Private Lessons do not require a syllabus (AP 764, Independent Study and Private Lessons).
 - 2. Lectures and laboratories which have connected CRN's and which are taught by the same instructor may have a common syllabus.
 - 3. Lectures which have connected CRN's and are taught by different instructors should share common course policies.
 - 4. Lecture and/or laboratory sections which are team-taught must use one syllabus.
 - 5. Each instructor who teaches multiple sections of the same lecture and/or laboratories may use a common syllabus for all sections of that course.
 - 6. Each instructor who teaches multiple sections of the same lecture and/or laboratories must set the same course policies (III. H., 3) for all sections of that course taught in the same part of term. Variances based on time format or methods of delivery are permissible.
- B. Disciplines or Departments may choose to adopt common course policies for all sections of any course.
- C. All course policies and procedures set forth in a syllabus must be determined by the instructor(s) teaching the class, except any common Discipline or Department policies. They must also follow prescribed college policies for attendance (AP 661, Student Attendance; AP 594, Academic Dishonesty; and AP 667, Grades W, I, Y.)
- D. All students will be provided a syllabus at no charge. The course syllabus will be distributed during the first day of class. Classes that do not meet in person during the first week (e.g. online or Blended courses) will make the syllabus available the first day

of the course through other means. Under unusual circumstances, the syllabus may be distributed after the first day of class, but in no event shall it be distributed later than the first week of class (compliant with AP 661, Student Attendance).

- E. Only sections that utilize a formal web-based approach to instruction may solely post the syllabus on the Internet; otherwise hard copies of the syllabus must be distributed to students.
- F. Instructors/disciplines may produce a booklet which includes the syllabus and may include other class materials. The cost of the booklet will be based only on non-syllabus content.
- G. Instructors will submit an electronic copy of the syllabus to the Campus Academic Dean.
 - 1. Faculty in their first semester of teaching will submit syllabi two business weeks prior to the beginning of the term.
 - 2. All other faculty will submit syllabi no later than the first day of class.
- H. Syllabi must contain the following:
 - 1. **Instructor Information**
 - a) College identification. The name of the College must be the first item on the first page of the syllabus. The College's name should not be abbreviated.
 - b) Name of instructor,
 - c) Instructor's office location,
 - d) Instructor's office hours (Instructors of multiple sections of the same course may have a heading for this item and instruct students to fill in the appropriate information for their section),
 - e) Instructor's office phone number,
 - f) Instructor's email address.
 - 2. **Course Information**
 - a) Course name and number—The official name and number of the course according to the Form 335 for the course.
 - b) Catalog description—The official catalog description of the course according to the Form 335 of the course. This may include any pre-requisites listed on the Form 335 of the course.
 - c) Meeting time and location. Instructors of multiple sections of the same course may have a heading for these items and instruct students to fill in the appropriate information for their section. Information may include:
 - (1) The days of the week and the starting and ending time of the class.
 - (2) The campus, building and room in which the class will meet. Classes taught 100% online need not include this.
 - (3) Blended classes must list the meeting place(s) for the portions of the course which take place on campus.
 - (4) Delayed opening time (This time must conform to the official delayed opening schedule of the College)

- d) Required textbook(s)/materials.
- e) Learning Outcomes must conform to those listed on the Form 335.
- f) Schedule of Activities
 - (1) Instructors may indicate that any schedule is tentative.
 - (2) The format of the schedule of activities is left to the discretion of the instructor.

3. Policies

All course policies set forth in a syllabus must adhere to the requirements provided in all applicable Administrative Procedures.

- a) Attendance. Instructors must define a specific attendance policy for the class (AP 661, Student Attendance), including what consequences, if any, will be imposed for excessive absences.
- b) Academic Dishonesty. Instructors must define a specific academic dishonesty policy, including the penalties that students will incur if they engage in academic dishonesty (AP 594, Academic Dishonesty).
- c) Makeup Work. Instructors must indicate the conditions under which students are able to make up missed work.
- d) 'W' grade. Instructors must define a specific academic policy concerning 'W' grade (compliant with AP 667, Grades W, I, Y).

4. Grading Procedures

Final Grade Criteria. The instructor should identify and define components of the final grade, for example: participation, projects, quizzes, tests, portfolios, etc., as well as how the final grade will be calculated.

5. EEOC/PHRC Statements

EEOC (College Policy 005) and the PHRC Statements, along with the appropriate contact information, shall be included in the syllabus. The PHRC Statement can be obtained from the Chief Academic Officer (CAO).

- I. Course syllabi are considered the intellectual property of the instructor; therefore, the instructor retains the copyright of syllabi, including rights of revision, reproduction, distribution, and display.
- J. The ALS or designee will provide AP 766 to all instructors upon hire for their first semester of teaching.