

## **02-19-00 Course Syllabus Policy**

### **PURPOSE**

The purpose of this policy is to set minimum expectations for course syllabi.

### **POLICY/GUIDELINE**

The Dean is responsible for maintaining the official updated course syllabus for each course offered in the division. Each instructor is expected to provide students with access to a copy of the course syllabus at the first class meeting and to post the syllabus (accessible and in HTML format) in the learning management system prior to the first class meeting. Master Syllabi are located on the college website.

#### **Syllabi should include items 1-20 below:**

1. Course Description – Use catalog description plus other instructor details.
2. Instructor Information – Name, email, phone, office location, office hours, instructor zoom room link
3. Class Location – Either physical room location or zoom link
4. Textbook Information – ISBN, Access Code: (if applicable), Reference Materials, and Supplies
5. Course Outcomes
6. Course Competencies
7. Topical Outline (and/or dated schedule of readings and assignments)
8. Course Assessment – Type and point/percentage breakdown.
9. Instructor Grading Policies (based on college policies identified in the catalog)
10. Grading Scale
11. Late Work Policy and Make-up Procedures
12. Attendance Policy
13. Technology Statement
14. ADA Compliance Statement
15. Classroom and Academic Misconduct Policies
16. Academic Early Alert Statement
17. Campus Emergency Alert Procedures
18. Student Wellness Resources
19. Equity Statement
20. Inclement Weather and Campus Closing Procedures

Copies of course syllabi for each course should be placed on file in the division office or director's office. Master course syllabus templates must be used in all classes to ensure that required information is available to students.

**SOURCES**

N/A

**RELATED POLICIES**

N/A

*Approved by NSCC Cabinet 9/27/21; updated 3/13/23*