

Course Syllabus

As required by the Southern Association of Colleges and Schools (SACS), each faculty member shall develop and maintain a course syllabus for each course taught that contains required components and that reflects the course description and course content as approved through the Curriculum Action Process. Every semester, faculty members shall submit a copy of the syllabus for each course taught to their supervising administrator. Faculty members shall make their syllabi available to their students in hard copy or in a distance learning format during the first week of the instructional term.

Supervising administrators shall be responsible for reviewing course syllabi to ascertain consistency with the official course description and the major topics contained in the official course outline, and to determine if all required syllabi components have been included.

In their review, the supervising administrators shall use the established Required Syllabus Development Components (RSDC) form developed through the governance process and approved through the Curriculum Action Process. Curriculum Services will be responsible for initiating a review of the RSDC form on a three-year cycle by forwarding the form to the Instructional Affairs Council (IAC), and the Faculty Senate. Curriculum Services will also be responsible for insuring that any recommended changes go through the Curriculum Action Process.

REQUIRED SYLLABUS COMPONENTS

- Course Title
- Course Prefix and Number, Course Reference Number, Term/Session
- Instructor
- Contact Information for Instructor:
 - Office Location
 - Office Hours
 - Office Phone number
 - Office e-mail address
- Description of Course
 - Course Prerequisites and/or Co-requisites for the course if applicable
 - Instructional materials – texts and other resources
- Instructor Expectations - may include classroom management items:
 - Policy on electronic devices
 - Attendance Policy
 - Withdrawal date for the instructional session
- Grading System (Shall include all student responsibilities impacting grade)
 - Grading Criteria (examples: tests, portfolios, quizzes, case studies, simulations, etc.)
 - Make-Up Policy
 - Incomplete grade (I) policy if used by instructor
- Academic Dishonesty policy (may reference the current College Catalog or Web link)
- Topical Course Outline (based on Official Course Outline). May include tentative test dates and assignment due dates
- Competencies or Learning Outcomes
- Special Assignments if Applicable (Examples: field trips, attendance at or participation in community events, service learning)

Adopted Date: May 1, 1981

Revision Date: October 4, 1983, July 5, 1985, July 14, 1986, June 21, 2005