



## **Procedure 303-03 Class Syllabus**

**Sponsor: Academic and Student Affairs**

### **Purpose**

The purpose of the Class Syllabus procedure is to ensure that students in every class offered by Coconino Community College (CCC) are provided with a syllabus that sets forth all of the information they need to know and follow to be successful in the class.

### **Definitions**

Course Outline A document approved by the CCC Curriculum Committee that specifies course information, course description, course content, course outcomes, course goals, and course assessment for a given CCC course. The course outline is the primary source document for a class syllabus.

Section An individual instance of a course offered at a specific day, time, and modality. Sometimes referred to as a “class,” each section is associated with a unique faculty and set of students. The section inherits its characteristics (course information, course description, course content, etc.) from the course of which it is an instance.

Syllabus (plural “syllabi”) A document containing the critical information, including content from the course outline, that is necessary for a student to be successful in a specific class (section). A syllabus is unique to a particular section, instructor, and academic term.

### **Procedure**

Faculty shall provide a syllabus to each student in each CCC class regardless of class format, delivery mode, or location. All syllabi will be published in the Learning Management System no later than the Friday before the first day of the term or part of term in which the class is scheduled.

### Syllabus Content & Template

A syllabus shall conform to the corresponding CCC course outline. In addition, all syllabi shall conform to the syllabus template. The syllabus template, which contains all of the elements necessary for inclusion in a syllabus, is approved and reviewed annually by the Faculty Senate.

### Syllabus Repository

Each faculty shall submit a copy of each of their syllabi to Learning Services for archiving at the time they publish the syllabi in the Learning Management System. If any syllabus is subsequently modified, the modified version shall be submitted to Learning Services for archiving. Archived syllabi are retained for 10 years.

### **References**

None

### **Procedure History**

04/2004	New
06/23/2010	Revised and Adopted by College Council

05/11/2011 Revised  
05/03/2017 Revised and Approved by College Council  
04/28/2021 Revised and Approved by Executive Leadership Council

**Legal Review**

None