

## **303-03 CLASS SYLLABUS—PROCEDURE**

### **1. PURPOSE**

A learning-centered class syllabus is a learning plan for students and is required for every course that is offered at CCC. Students will be advised of course content and expectations for success through a class syllabus. The official CCC course outline is the foundation for the class syllabus.

### **2. PROCEDURE**

1. Definitions:
  - a. Syllabus Template refers to the sample syllabus created in Academic Affairs. All full-time and part-time faculty need to use the syllabus template to create their syllabus.
  - b. Class Syllabus refers to the syllabus created by each faculty member for their course.
  - c. Course Outline consists of items Course Information, Course Description, Course Content, Course Outcomes, Course Goals, and Assessment below. It is static for an academic year.
2. Instructors will provide each student a course syllabus during the first week of class and will post their course syllabus in the Learning Management System.
3. Every class syllabus must incorporate the components identified below, in accordance with the syllabus template, in order, but is not limited to the following:
  - a. Course Information
  - b. Instructor Information
  - c. Course Description
  - d. Course Content
  - e. Course Outcomes
  - f. Course Goals
  - g. Course Requirements
  - h. Standards of conduct
  - i. Academic Dishonesty
  - j. Attendance requirements (see Procedure 303-02 - Attendance Procedure): Instructor Policy and CCC Policy
  - k. Late work policy
  - l. Assessment
  - m. Formal evaluation plan
  - n. Grading criteria
  - o. Final exam policy
  - p. Course calendar with Assignment schedule, which typically includes "Major course events".
  - q. Statement indicating that information included in the syllabus may be subject to change.
4. Repository: All class syllabi need to be submitted to the Academic Operations Coordinators and will be kept for ten years.

### **3. BACKGROUND**

1. References: Higher Learning Commission
2. Revision history: 04/2004, 06/23/2010, 05/11/2011, 05/03/2017
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 06/23/2010, 05/03/2017

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