Policy/Standard Name: Syllabus Standards for Credit Classes
Policy/Standard Identifier in GPM: G-30-xx [Who identifies this?]
Committee or position responsible for review and update: Academic Affairs Committee
Date approved by Committee/position above : [Insert date]
Date approved by President (Final Approval): [Insert date]
Effective Date: [Insert term and year]
Prior Version: [Insert No or Date of Final Approval of prior policy]

DRAFT 4/5/16
Each instructor must provide a course syllabus to enrolled students at the beginning of the course and to their department administrative assistant (who maintains a historical record for the College). Instructors must complete their syllabus and post it to the Blackboard course site before the first class meeting of the term.

The syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are very important. The following elements are required to be included on every syllabus:
- Course Information (title, number, CRN, credits, term and year, meeting times, location/web site)
- Instructor information (name, contact information (list? Office location, office hours, phone, email))
- Course description (from Catalog)
- Learning Outcomes (from Banner)
- Program-level Outcomes (for courses meeting AAOT Focus Area requirements, list focus area outcomes)
- Course materials (list required materials including textbook, ISBN, publisher, any other required materials)
- Technology (identify required technology and provide support contact)
- Topics
- Due dates for major graded work (such as exams, major essay or project)
- Final Exam Date and Time
- Grading and Assignments (explain how grades will be determined)
- Grading Scale
- COCC Policies (Important enrollment deadlines, Final Exam Policy, Students Rights and Responsibilities, Americans with Disabilities Statement, COCC Non-Discrimination Policy

Academic Affairs has approved a recommended syllabus template to provide students with consistent and comprehensive information to support their success. The template also includes optional elements to include on a syllabus and examples from COCC faculty.