

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:
Syllabi - Procedures

Policy Number:
D10

Current syllabi must be loaded into Canvas course shells each semester where they are accessible to the office of Academic Affairs and Student Success. Syllabi must follow the department approved format including current course description and semester dates. Department Chairs review syllabi for compliance. Templates are available from the Department Canvas Course or the Department chair. Syllabi requests from entities outside of the college must be referred to the office of Academic Affairs.

The following is information that must be included in the syllabus:

- I. College Mission
- II. General Information
 - a. Course Number and Title
 - b. Term and Year
 - c. Credit Hours, Course Descriptions, and Prerequisites
 - d. Division and Division Dean
 - e. Department and Department Chair
- III. Instructor Information
 - a. Name
 - b. Instructor Availability
 - c. Modes of Communication
- IV. Course Information
 - a. Required Course Textbooks and Resources
 - b. Instructional Methods
 - c. Examination Procedures
 - d. Assignment Procedures
 - e. Grading Procedures
 - f. Attendance Procedures
 - g. Conduct Procedures
- V. Outcomes and Assessment
 - a. Course Learning Outcomes
 - b. Program Learning Outcomes
 - c. General Education Outcomes
 - d. Institutional Learning Outcomes
- VI. College Information
- VII. Academic Integrity Policy
- VIII. Academic Due Process
- IX. Accommodation for Disability
- X. Course Guide
 - a. Course Length
 - b. Course Schedule
- XI. Nondiscrimination Statement

EFFECTIVE DATE: 01/04/2021

Adopted:	Revised	Reviewed	Reviewed	Revised	Revised/Reviewed
5/25/10	12/3/19	12/20/20	9/14/21	1/18/22	
