

3357:13-14-08 Course Syllabus Policy

- (A) All instructors are required to inform students concerning the requirements, standards, objectives and evaluation procedures at the beginning of each course. This information must be conveyed to students digitally.
- (B) A syllabus is an outline of the rules by which a class is to be conducted. It holds the status of a legal contract. For this reason, faculty should spell out policies on any issues that bear on the students' responsibilities. Providing this information to all students at the beginning of the course is not only fair to the students, but is essential to faculty and college interests in the event of a grade appeal.
- (C) The course syllabus and supplement should be disseminated, Canvas (also known as (LMS) or the College Learning Management System) and/or on paper if desired, to students when the course begins. Changes to the syllabus, should they arise, need to be announced well in advance of the change and confirmed in writing if possible.
- (D) At the beginning of each term, all faculty should provide an electronic copy of each section's syllabus to their division's administrative assistant as a formal record of the course's content and policies for future inquiries and accreditation reviews.
- (E) All faculty are expected to use Canvas or College email to correspond with students. This includes publishing the course by the first day of the term with the following minimum information – syllabus, supplement and assignment (percentages) linked to grades.
- (F) All faculty are expected to make clear in their published syllabus their preferred method or methods of communication with students whether it is College e-mail, Canvas message, phone, text, etc.
- (G) All faculty are expected to make clear in their published syllabus an expected turnaround time for responding to messages from students that they adhere to during the term. This turn around in responding should be no longer than two (2) business days unless there are extenuating circumstances.
- (H) All faculty are expected to make clear in their published syllabus an expected turn around for graded work including assignments, tests, etc. that they adhere to during the term. This turn around in returning graded work and posting grades in Canvas should be no longer than seven (7) business days from the due date, unless there are extenuating circumstances that must be discussed with the division assistant dean.
- (I) Further guidance on the development and use of a course syllabus may be found in [14-081 Syllabi for Courses Procedure](#).

Effective: April 28, 2020

Expires: April 1, 2025

Review Dates: 7/1/95, 8/24/07, 8/13/09, 4/28/20