

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 master course syllabus, syllabus addendum, and syllabus supplement should be disseminated via the college's learning management system (LMS) to students when the course begins.
 - (1) Changes to the syllabus addendum, should they arise, need to be announced well in advance of the change and confirmed in writing.
- (D) At the beginning of each term, faculty should provide an electronic copy of each section's syllabus documents (master syllabus and syllabus addendum) to their division's administrative assistant as a formal record of the course's content and policies for future inquiries and accreditation reviews.
- (E) Faculty are expected to use the LMS email or the college email address to correspond with students.
 - (1) Correspondence includes publishing the course in the LMS by the first day of the term with the following minimum information:
 - (a) master syllabus, syllabus addendum, and learning objectives
 - (b) course narrative
 - (c) instructor's biography
 - (d) all assignment (percentages) linked to grades
- (F) Faculty are expected to clearly communicate the following information in their published syllabus addendum:
 - (1) Preferred method or methods of communication with students (i.e. college e-mail, LMS message, phone, text)
 - (2) Expected turnaround time for responding to messages from students that they will adhere to during the term.

- (a) Turnaround time in responding should be no longer than two (2) business days.
 - (b) Extenuating circumstances must be discussed with the division assistant dean.
- (3) Expected turnaround time for graded work (assignments, tests, etc.) that they adhere to during the term.
- (a) Turnaround time in returning graded work and posting grades in the LMS should be no longer than seven (7) business days from the due date.
 - (b) Extenuating circumstances must be discussed with the division assistant dean.
- (G) Further guidance on the development and use of a course syllabus may be found in [14-081 Syllabi for Courses Procedure](#).

Effective: October 24, 2023

Next Review: October 1, 2028

Review Dates: 7/1/95, 8/24/07, 8/13/09, 4/28/20, 10/24/23