

## Academic Standards and Practices

**Syllabus--Credit Course Overview Standards**

Each instructor will distribute a credit course overview to students and to the appropriate administrator's office during the first week of the course. A syllabus may be used in grievance and judicial hearings. Therefore, clarity and specificity are especially important to keep in mind.

Instructors should feel free to personalize their syllabus as it sets the tone for their class. Instructors are also encouraged to distribute their syllabi electronically.

- College name and address
- Instructor name
- Instructor office location, availability, phone extension and MyPCC email address
- Course title, number, CRN number, credits, meeting time and place
- Term and year
- Course description (from CCOG)
- CCOG (use hyperlink to course) or Course Outcomes (from CCOG)
- Course prerequisites, if any
- Instructional materials (e.g. textbooks, supplies, equipment)
- Major assignments and due dates (e.g. exams, final, essays, projects; may use hyperlink)
- Grading criteria
- [PCC Grading Guidelines \[www.pcc.edu/resources/academic/standards-practices/documents/G301GradingGuidelinesJun09.pdf\]](http://www.pcc.edu/resources/academic/standards-practices/documents/G301GradingGuidelinesJun09.pdf)
- [Add/drop/withdraw deadlines](#) for the term(use hyperlink when possible)
- Attendance and make-up policies
- Instructional ADA statement (e.g. "Students who have a documented disability and require a classroom adjustment or accommodation should contact the [Office for Students with Disabilities \[www.pcc.edu/resources/disability\]](#) and provide the OSD Approved Academic Accommodation to the Instructor.")
- [Code of Student Conduct \[www.pcc.edu/about/policy/student-rights/student-rights.pdf#code-of-student-conduct\]](http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#code-of-student-conduct)
- [Academic Integrity Policy \[www.pcc.edu/about/policy/student-rights/student-rights.pdf#academic-integrity\]](http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#academic-integrity)
- Flexibility statement (e.g. "The course content and requirements may be adjusted in response to institutional, weather or class situations as needed, with adequate notice to students.")

## **Additional Content Areas:**

Additional content is up to the individual Instructor and may include (but not be limited to) the following:

- Instructional website (use hyperlink to)
- Tentative calendar
- Instructional approach/theory
- Campus resources available (e.g. tutoring, library, labs, student services, ASPCC; use hyperlinks when possible)
- [Equal opportunity statement](http://www.pcc.edu/about/affirmative-action/EEStatement.html) [[www.pcc.edu/about/affirmative-action/EEStatement.html](http://www.pcc.edu/about/affirmative-action/EEStatement.html)]
- [Children on PCC Properties](http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#children) [[www.pcc.edu/about/policy/student-rights/student-rights.pdf#children](http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#children)]

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