

Policy/Standard Name: Syllabus Standards for Credit Courses

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Approval: District President

Responsibility: VPASA

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Syllabus Standards for Credit Courses

Each instructor shall provide a syllabus to students at the beginning of the course and to the appropriate administrator's office no later than the first week of the course. Instructors are encouraged to make their syllabi available before the course begins in order to enable students to make informed registration decisions. A syllabus may be used in grievance and judicial hearings; therefore clarity and specificity are especially important.

Instructors should feel free to personalize their syllabi as they set the tone for their classes. Instructors are also encouraged to distribute their syllabi electronically.

REQUIRED CONTENT AREAS:

- **College name**
- **Instructor name**
- **Instructor office location, availability, phone number and MyPCC email address**
- **Course title, number, CRN number, credits, meeting time and place**
- **Term and year**
- **Course description, Course Outcomes and Course Prerequisites (from CCOG) or hyperlink to the CCOG**
- **Instructional materials (e.g., textbooks, supplies, equipment)**
- **Major assignments and due dates (e.g., exams, final, essays, projects; may use hyperlink)**
- **Course grading criteria**

- **PCC Grading Guidelines** [www.pcc.edu/resources/academic/standards-practices/AcademicStandardsandPractices-GradingGuidelines.html]
- **Add/drop/withdraw deadlines for the term** [www.pcc.edu/registration/dropping.html]
- **Attendance and make-up policies**
- **Instructional ADA statement**
 Sample statement: Students who experience disability-related barriers should contact [Disability Services](http://www.pcc.edu/disability) [www.pcc.edu/disability]. If students elect to use approved academic adjustments, they must provide in advance formal notification from Disability Services to the instructor.
- **Student Rights and Responsibilities Handbook:**
 Sample Statement: Students are required to comply with the [Student Rights and Responsibilities Handbook](http://www.pcc.edu/about/policy/student-rights) [www.pcc.edu/about/policy/student-rights]. The Handbook includes the Code of Student Conduct and the Academic Integrity Policy.
- **Flexibility statement**
 Sample statement: The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather, or class situations.

OPTIONAL CONTENT AREAS:

- **Instructional website** (use hyperlink)
- **PCC Website** [www.pcc.edu]
- **Tentative calendar**
- **Instructional approach/theory**
- **Campus resources** (e.g., tutoring services, library, labs, student services, ASPCC; use hyperlinks when possible)
- **Equal opportunity statement** [www.pcc.edu/about/affirmative-action/EOstatement.html]
- **Children on PCC Properties** [www.pcc.edu/about/policy/student-rights/student-rights.pdf#children]
- **Code of Student Conduct** [www.pcc.edu/about/policy/student-rights/student-rights.pdf#code-of-student-conduct]
- **Academic integrity statement**
 Sample statement: Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. See the [Academic Integrity Policy](http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#academic-integrity) [www.pcc.edu/about/policy/student-rights/student-rights.pdf#academic-integrity] for further details.

- **Statement regarding instructor's policy on mobile communication devices**

Sample statement: The use of portable communication devices during class is prohibited. Discuss exceptions with instructor.

Sample statement: Mobile devices such as cell phones and pagers must be powered down while class is in session. If you have special circumstances and need to leave your mobile device powered up, you must obtain permission from the instructor. If there is an emergency situation and you must use a mobile device during class time, please leave the classroom before accepting and/or conducting your call.

Sample statement: Students are encouraged to have some form of mobile communication device capable of accessing the Internet.

- **Statement regarding recording and distribution of course sessions**

Sample statement: Students who wish to make an auditory or visual recording of any portion of the class must speak with the instructor ahead of time. Any such recording is for personal use only. It may not be shared, copied, uploaded to the Internet, and/or distributed without written permission from the instructor as well as any student who appears or is heard in the recording.