

**Policy/Standard Name:** Syllabus-Standards for Credit Courses

**Policy/Standard Identifier:** S704

**Authority:**

**Units responsible for review and update:** Academic Standards and Practices

**Approval:** District President

**Responsibility:** Vice President of Academic and Student Affairs

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**Prior Versions:** Yes

## **Syllabus—Standards for Credit Courses**

Each instructor shall distribute a syllabus to students at the first class session and to the appropriate administrator's office during the first week of the course. A syllabus may be used in grievance and judicial hearings. 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 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** [<http://www.pcc.edu/resources/academic/standards-practices/AcademicStandardsandPractices-GradingGuidelines.html>]

- **Add/drop/withdraw deadlines for the term**  
[<http://www.pcc.edu/registration/dropping.html>]

- **Attendance and make-up policies**

- **Instructional ADA statement**

Sample statement: Students who have a documented disability and require a classroom adjustment or accommodation should contact Disability Services [[www.pcc.edu/resources/disability](http://www.pcc.edu/resources/disability)] and provide the Approved Academic Accommodations letter 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 statement**

Sample statement: Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. 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 for further details. [[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**

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.

#### **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)
- **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/EEOstatement.html](http://www.pcc.edu/about/affirmative-action/EEOstatement.html)]
- **Children on PCC Properties** [[www.pcc.edu/about/policy/student-rights/student-rights.pdf#children](http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#children)]
- **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.

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Links last updated: March 2011