ADMINISTRATIVE POLICY #03.10.02 (2020) COURSE SYLLABUS

Policy Title: Course Syllabus Policy

Policy Type: Administrative

Policy Number: ADM Policy # 03.10.02 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy:

Approval Date: 3/31/2020

Responsible Office: Academic Affairs

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT

A comprehensive course syllabus sets expectations for students regarding requirements and important policies for the course. A course syllabus helps clarify course goals and objectives, assessment and evaluation standards, grading timelines and student responsibilities associated with the course. All faculty members should develop course syllabi that inform students of important course and the College information.

This policy is thus intended to provide guidance to faculty as they develop syllabi each semester.

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DEFINITIONS

For the purposes of this policy, a syllabus is defined as course information that

1. Communicates course information and defines expectations and responsibilities for students

2. Describes course content, procedures, materials, and learning outcomes

3. Identifies relevant college resources that support student learning

4. Provide the student a blueprint of the course schedule

CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

Faculty

POLICY CONTENT

The distribution of a course syllabus is required for all college courses, regardless of the delivery method. The syllabus is a statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. It must be distributed (either as a hard copy or online) during the first week of classes, and an electronic copy, available to students, must be retained by the offices of the division dean and Vice President for Academic Affairs. Additionally, faculty should receive written acknowledgement from students that they have received, read, and understand the content of the syllabus. This acknowledgement should include the student's name and the date, and must be retained by the office of the division dean.

The following information must be provided in each syllabus:

Required Item	Explanation
1. Effective term of syllabus	For what the term is the syllabus effective
2. Course Information	Include title, course and section number, and course description
2. Instructor(s) and contact information	List name, office/room number, telephone number, and email address
3. Instructor's Availability	Face-to-face: List in-person office hours Online Courses: List virtual office hours
4. Course Objectives	List what the instructor plans to cover in the course; the

		objectives should align with the course description located in the Catalog of Approved Courses (CAC) or Academic Catalog
5.	Student Learning Outcomes	List what the student should learn or be able to do upon completing the course. Learning outcomes should be stated in measurable terms and should be aligned with the learning outcomes for the program.
6.	Attendance Policy	State the College's or program's absence policy for in-person and online courses.
7.	Required texts or readings	List both the required and recommended texts and readings, and where to locate those readings.
8.	Required special materials	List special tools or supplies that are needed
9.	Bibliography	Reference publication dates should be no older than six years from the syllabus' published date
10.	Examination Schedule	List dates for major examinations (midterm, final, etcetera)
11.	Major Project	Identify the final due date of the project with references to the project details and the rubric
12.	Grading Scale and Grading policies	Specify in detail the methods of evaluation, how those methods factor into the final grade, and the scale used to determine final grades. State how late assignments and extra credit opportunities, if any, will be handled.
13.	Academic Support	Include contact information for the tutoring center and information regarding Smarthinking
14.	Teaching Method	Describe the instructional model for the course
15.	Library Assignment	Include Library Assignment Statement
16.	Teaching and learning sequence	List the subject area and activities that will be covered each week
17.	Classroom Behavior Policy	Specify guidelines to foster a positive learning environment for in-person and online courses
18.	Academic Integrity	State the College's Academic Integrity policy
19.	Nondiscrimination and Anti-harassment statement	Include the College's statement
20.	Accommodations for special population students	Include the College's ADA statement
21.	Tutoring Support	Identify the location of the Student Success Center and the types of tutoring services available – Faculty tutoring; PLATO; and Smarthinking
22.	Required co-curricular activities	List required co-curricular activities
23.	Subject to change statement	Include a statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;

- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;

- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 3/31/2023

- Approval by, date: Area Commissioners, __N/A_____

- Revision History: None

- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.