

Insert GRCC logo and alt text

[Course Name, Number, and Section] Syllabus

General Information

Faculty Name

Name, Credentials, Current Rank

Contact Information and Availability

Preferred method of contact

Office Location

Office Hours

Phone

GRCC E-mail Address

Course Information

Course Title, Course Abbreviation, and Number

Semester and Year (Start Date to End Date)

Number of Credit Hours

Course Delivery Mode

Time

Place

Academic Department or Program

Course Description

(from Curriculum Document and GRCC Catalog)

Prerequisite

Student Learning Outcomes

Use Course Outcomes from the Curriculum Document

Required Materials

Textbook including ISBN, course packs, other supplies

Course-Specific Requirements

Background check, off-campus trips, etc.

Assignments

Insert brief descriptions here (full details of assignments can be provided by other means)

Course Topics/Units

Insert brief overview here (see Curriculum Document for outline; full schedule can be provided by other means)

Grading Information

Grading Procedures

Assessment breakdown, including Assignments, Point Values, Percentage of Total Grade
Example: 25% Quizzes, 75% Papers

Grading Policies

How final grade is calculated (e.g. 75% = C)
Note any special treatment of grades (e.g. lowest quiz score dropped).

Policy Information

Late Assignment Policy

Insert text here

Course Attendance Policy

Insert text here

Reporting of Student Non-Attendance and Withdrawal

When a student has not attended a course within a 14 calendar day period in accordance with the class attendance policy, this absence is recorded in the college's grading system. This would initiate a withdrawal of the student from said class. Students must understand that they are responsible for classwork missed during an absence, doing any extra work that may be required to replace in-class activities, and that missing class will impact student learning and may negatively impact grades. Each faculty member's attendance policy, as stated in the course syllabus, is the final authority on any academic consequences associated with missing a class.

College [Attendance Policy](#)

Academic Honesty Policy

Insert text here

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Blackboard Announcement, or through GRCC e-mail.

Grand Rapids Community College Policies

[GRCC policies](#) can be found online and provide you guidance on your rights and responsibilities as a student in this course and at GRCC. The links below take you directly to a specific policy. Should you have any questions about a policy, please do not hesitate to contact me using the information at the top of the syllabus.

Student E-Mail Policy

GRCC students are required to adhere to the [Student e-Mail Policy](#).

Student Code of Conduct

You are held accountable to the [Student Code of Conduct](#), which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and

general conduct.

Title IX Reporting Policy

If you or another student experience sexual harassment, sexual assault, stalking, dating/domestic violence, or any form of gender discrimination, you can report a suspected violation of our **Sexual Misconduct Policy** or our **Title IX Sexual Harassment Policy** directly to our Title IX Coordinator at (616) 234-3169. The Coordinator can help communicate with faculty, connect you to resources, and discuss other options. You may also report the issue to your faculty member(s), who is required to notify the Coordinator, or you may make an appointment to speak confidentially to Counseling and Career Development by calling (616) 234-4130.

Extenuating Circumstances Recommended Statements

Until further notice, GRCC students must adhere to the prevailing COVID-19 Campus Protocols. (Faculty may need to update this portion of the syllabus if other extenuating circumstances emerge.)

Grand Rapids Community College Resources

Student Resources

Student Resources include support for mental health, food, housing, and/or financial assistance.

Information Technology Student Support

Information Technology Student Support | Grand Rapids Community College. Students seeking help with logins or other technology related issues, should contact Information Technology.

GRCC IT Status

GRCC IT Status (statushub.io). This link will provide you with current information regarding disruptions and outages.

Disability Support Services

If you need an accommodation for a disability, contact Disability Support Services in Room 368 of the Student Center or at (616) 234-4140 to discuss disability documentation and how to register.

Campus Safety

The GRCC Police Department can be reached on any campus phone by pressing the button labeled "GRCC Police" or by dialing 4911. When using a cell phone or an off-campus landline for emergencies, call (616) 234-4911. For non-emergencies call (616) 234-4910. For any off campus emergency dial 911.

Academic Support and Tutoring Services

Academic Support & Tutoring Services | Grand Rapids Community College. All GRCC students are eligible for free tutoring services. To learn more, follow the link.