

Common Syllabus Components

I. Policy Section

7.0 Instruction

II. Policy Subsection

7.16 Common Syllabus Components

III. Policy Statement

All full-time and adjunct faculty are required to have the common components below included as a part of their course syllabus. Faculty may include additional information in their course syllabus, but the common components below constitute the minimum expectations.

IV. Reason for the Policy

This policy creates consistent components in the syllabus for each course at Grand Rapids Community College. It establishes clear expectations for students regarding General Information, Section Policies, and College Policies.

V. Entities Affected by this Policy

Students, instructional staff and academic leadership

VI. Who Should Read this Policy

Students, instructional staff and academic leadership

VII. Related Documents

Higher Learning Commission – Accreditation criteria under which the college operates (specifically, section 4.C.5 – Instructors communicate course requirements to students through syllabi).

Academic Governing Council Issue Paper – April, 2013

VIII. Contacts

Provost Office
Academic Deans
Offices

| IX. Definitions

Common Syllabus Components:

A. General Information

1. Instructor Name
2. Contact Information (preferred method of contact) and Availability (office hours, if applicable)
3. Course Information (name, number, course description, (from the Curriculum Document and GRCC College Catalog)
4. Student Learning Outcomes (from the curriculum document)
5. Required Materials (textbook, supplies)
6. Course Specific Requirements (Background Check, Off Campus Trips, etc.)

B. Section Policies

1. Attendance Policy
2. Grading Procedure (assessment breakdown: ex: 25% quizzes, 75% papers)
3. Grading Policy (how final grade is calculated: ex: 75% = C)
4. Late Assignment Policy

C. College Policies

1. GRCC Email and Course Communications

You are responsible for all communications sent via Blackboard and to your GRCC email account. You are required to use your GRCC provided email account for all email communications at the College. You may access your GRCC student email account through [Student Email](http://email.grcc.edu) (<http://email.grcc.edu>) and your Blackboard account through [Blackboard](http://bb.grcc.edu) (<http://bb.grcc.edu>).

2. Disability Support Services

If you need an accommodation for a disability, contact [Disability Support Services](http://www.grcc.edu/dss) (www.grcc.edu/dss) in Room 368 of the Student Center or at [\(616\) 234-4140](tel:6162344140) to discuss disability documentation and how to register. You will be assigned a DSS counselor/advisor who will create an Accommodations Agreement that you will present to me and we will work together to provide you the appropriate accommodations. If you believe that you have a disability but do not

have documentation, contact DSS to discuss options.

3. Student Code of Conduct

You are held accountable to the [Student Code of Conduct](http://www.grcc.edu/studentconduct/studentcodeofconduct) (www.grcc.edu/studentconduct/studentcodeofconduct), which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct.

4. Title IX Reporting Policy

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, GRCC can assist you. You can report a violation of our [sexual misconduct policy](http://www.grcc.edu/sexualmisconduct) (www.grcc.edu/sexualmisconduct) directly to our Title IX Coordinator at (616) 234-3169. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Counseling and Career Center by calling (616) 234-3900.

5. Campus Police/Emergency Resources

You may review emergency services and resources at the [GRCC Campus Police](http://www.grcc.edu/campuspolice) website (www.grcc.edu/campuspolice). Campus Police can be reached using the 'Code 2' button on any campus phone or by dialing x4911 on campus or (616) 234-4911 off campus. Dial 911 for off campus emergencies.

D. Changes to the Syllabus

The instructor reserves the right to change the contents of this syllabus due to unforeseen circumstances. Students will be given notice of relevant changes in class, through a Blackboard Announcement or GRCC email.

X. Procedures

Faculty submit a syllabus (including the common components above) to their departmental ESP for each course. Faculty post their syllabus for each course on their respective Blackboard site.

XI. Forms

Syllabus Template (<http://www.grcc.edu/syllabus>)

XII. Effective Date

August 12, 2013

- Revised – effective Fall 2016

XIII. Policy History

Components approved in April 2013; Academic Governing Council
Reviewed & Revised by AGC-February, 2016

XIV. Next Review/Revision Date:
2017-2018