

## COMMON SYLLABUS COMPONENTS

I. Policy Section

7.0 Instruction

II. Policy Subsection

7.16 Common Syllabus Components

III. Policy Statement

All faculty are required to have the template components and content as part of their course syllabus. All faculty must ensure their syllabi are accessible. Faculty may include additional information in their course syllabus, but the components in the syllabus template constitute the minimum expectations. The template will only be modified if approved by AGC.

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, Course Information, Section Policies, College Policies, and Student Resources.

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

Academic Governing Council Issue Paper – April 2013  
[Common Syllabus Template](#)

VIII. Contacts

Provost Office  
Academic Deans' Office

IX. Definition

A syllabus is a guide to a course that outlines for students what will be expected in the course. Generally, a syllabus will include course policies, rules and regulations, required texts, and a schedule of assignments. Syllabi is the plural form of syllabus. Please see above and the Common Syllabus Template document for the contents of GRCC syllabi per this policy.

X. Procedures

- A. Faculty create course syllabi including the components and information in the common syllabus template.
- B. Faculty submit their syllabi to the department APSS for each course.
- C. Faculty post their syllabus for each course on their respective Blackboard site.

XI. Forms

[Common Syllabus Template](#)

XII. Effective Date

August 12, 2013

- Revised – effective Fall 2016
- Revised – effective Fall 2019

XIII. Policy History

Components approved in April 2013; Academic Governing Council

Reviewed & Revised by AGC-February, 2016

Reviewed & Revised by AGC-December, 2019

XIV. Next Review/Revision

Date:

2021-2022