[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
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

14 Day Absence Rule
When a student has not attended a course during a 14 calendar day period, this absence is reported by faculty to the institution, and this report would initiate a withdrawal of that student from said class. Faculty do not need to report an absence when a student is in communication and there is a shared understanding on how that student is making progress in the course.

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](#). 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**
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.

**Academic Support and Tutoring Services**
[Academic Support & Tutoring Services](#). All GRCC students are eligible for free tutoring services. To learn more, follow the link.