

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

#### **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 | 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**

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 | Grand Rapids Community College](#). All GRCC students are eligible for free tutoring services. To learn more, follow the link.