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)
   3. Availability (office hours, if applicable)
   4. Course Information (course description, name, number (from the CARP)
   5. Required Materials (textbook, supplies)
   6. Student Learning Outcomes (from the CARP)
   7. 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
      a. Students are responsible for all communications sent via Blackboard and to their GRCC email account.
      b. GRCC student email can be accessed through http://email.grcc.edu and Blackboard at http://bb.grcc.edu
   2. Disability Support Services
      a. Students with disabilities who wish to request accommodations must be registered with the Disability Support Services (DSS) Office in Room 368 of the Student Center. You may contact them at (616) 234-4140 for more information. Once you are registered with the DSS Office, you will be given an Accommodations Agreement to present to me to verify your registration. Please see me as soon as possible so we may have a private conversation to discuss accommodations.
3. **Student Code of Conduct**

   All GRCC students 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. The Code can be found in full at http://www.grcc.edu/codeofconduct

   *Add course/instructor specific implications of code violations

**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

XIII. **Policy History**

   Components approved in April 2013; Academic Governing Council

XIV. **Next Review/Revision Date:**

   2016-2017