

COMMON SYLLABUS COMPONENTS

I. Policy Section

7.0 Instruction

II. Policy Subsection

7.16 Common Syllabus Components

III. Policy Statement

Faculty are required to have the template components and content as part of their course syllabus. In addition, faculty need to ensure their syllabi are accessible (suitable for screen readers, for example). 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 Course Information, Faculty Information, Grading Information, Policy Information, 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](#)

[Accessibility Quick Guide Resources | Grand Rapids Community College \(grcc.edu\)](#)

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 Canvas site.

XI. Forms

[Common Syllabus Template](#)

XII. Effective Date

August 12, 2013

- Revised - effective Fall 2016
- Revised - effective Fall 2019
- Revised - effective Fall 2022
- Revised - effective December 2023
- Revised - effective August 2025

XIII. Policy History

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

Reviewed & Revised by AGC - December, 2019

Reviewed & Revised by AGC - February, 2022

Policy history – 14-day attendance rule retitled – December 2023

Reviewed & Revised by AGC Exec - Wording change from Blackboard to Canvas - August 2025

XIV. Next Review/Revision Date:

2024-2025