

College Operating Procedures (COP)



Procedure Title:	Common Course Syllabus
Procedure Number:	03-0604
Originating Department:	Provost/Vice President, Academic Affairs
<u>Specific Authority:</u>	
Board Policy	6Hx6:3.01
Florida Statute:	1004.085
Florida Administrative Code	6A-14.092
Procedure Actions:	Adopted: 6/1/2010; 2/15/2011; 7/1/2015; 8/4/2017; 2/8/2021; 6/19/2025
Purpose Statement	The Common Course Syllabus assures consistent delivery of information and format regarding professor contact information; course number, title, description, and credit hours; prerequisites and co-requisites; a topic outline; general as well as specific learning outcomes and assessments for the course; and the College policy for students with disabilities.

Guidelines:

The Common Course Syllabus for all approved courses is available through the College's Simple Syllabus library.

The syllabus serves as the foundational document for the course that outlines essential course expectations, policies, and resources to support student success. Each syllabus at Florida SouthWestern State College (FSW) includes the following elements:

- **Course Information** – Provides details such as course title, description, prerequisites, meeting times, and instructor contact information.
- **Topic Outline** – Summarizes the major topics covered throughout the course.
- **Student Learning Outcomes** – Defines measurable competencies students should achieve by the end of the course, aligning with program and institutional learning goals.
- **Institution Policies** – Includes key college-wide policies affecting all students, such as attendance, withdrawal, and accessibility services.
- **Academic Integrity Policy** – Reinforces FSW's commitment to ethical academic practices and outlines consequences for violations.
- **School Policies** – Addresses additional policies specific to the academic department or school.
- **Course Assessment** – Explains how student learning is evaluated, including assignments, exams, and projects.
- **Tutoring and Support Services** – Highlights available academic resources, such as tutoring, library services, and technical support.

Faculty at Florida SouthWestern State College (FSW) are responsible for developing specific course policies and requirements to ensure clarity and consistency in their instruction. Each syllabus must include the following elements:

- **Requirements for Students** – Outlines expectations for student participation, engagement, and responsibilities in the course.
- **Attendance Policy** – Defines attendance expectations, including procedures for absences, tardiness, and make-up work, in alignment with institutional guidelines.
- **Grading Policy** – Specifies how grades are determined, including assignment weights, grading scale, late work policies, and any extra credit opportunities.
- **Required Course Materials** – Lists textbooks, software, technology, or other materials necessary for student success in the course.
- **Class Schedule** – Provides a timeline of topics, assignments, exams, and other important deadlines.
- **Any Other Information or Class Procedures or Policies** – Includes any additional course-specific policies, such as classroom behavior expectations, use of technology, or communication protocols.

Procedures:

To ensure consistency, accuracy, and accessibility for students, all course syllabi at Florida SouthWestern State College (FSW) follow a structured approval process. This process includes multiple levels of review and must be completed at specific intervals before the start of each term according to the Academic Scheduling Calendar. The required steps are as follows:

1. **Institutional Template Editing** – The college-wide syllabus template is reviewed and updated as needed to reflect institutional policies and requirements.
2. **School- and Department-Level Template Editing** – Academic schools and departments may modify the institutional template to include discipline-specific guidelines while maintaining college-wide standards.
3. **Course Master Editing** – Course masters must be updated to reflect any changes and align with the approved templates.
4. **Section-Level Editing** – Individual course sections can be customized within the approved course master framework, allowing faculty to add section-specific details.
5. **Submission for Review** – Faculty must submit their syllabi for review by the designated due date to allow sufficient time for approval.
6. **Syllabus Approval Before First Day of Term** – All syllabi must be approved before the first day of the term to ensure they are available to students upon course launch.
7. **Syllabus Editing Closes Two Weeks After Term Begins** – Two weeks after the start of the term, syllabi enter an **archived state** and can no longer be edited.