

College Operating Procedures (COP)



Procedure Title: Common Course Syllabus
Procedure Number: 03-0604
Originating Department: Provost

Specific Authority:

Board Policy: n/a
Florida Statute: n/a
Florida Administrative Code n/a

“Procedure Actions: Adopted: 06/01/10; 02/15/11; 07/01/15; 08/04/17

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 employee portal in Document Manager under the headings VP Academic Affairs (20xx-20xx Syllabi Templates). Items I through V on the Common Course Syllabus are distinguished from the remainder of the syllabus in that these items provide an overview of the content of the course. Items VI through XIII, on the other hand, provide a detailed description of the particular section of the course that a student is enrolled in during a particular semester, and includes such information as schedule of class meetings and assignments, attendance policies, textbook requirements, grading policy, and scheduled test dates. Completion of items VI through XIII on the Common Course Syllabus is the responsibility of each professor. These items should be developed by the professor and sent to the Department Chair/Coordinator/Associate Dean for review before the first class meeting each semester or term. The Dean is responsible for the approval and retention of copies of all syllabi for their school.

Procedures:

Faculty members shall be responsible for preparing and submitting syllabi to the Department Chair and ultimately to the Academic Dean/Supervising Administrator in a timely manner. All faculty shall submit their syllabi to the Department Chair/Coordinator/ Associate Dean no later than the day before classes begin for the term/semester. The Department Chair/Coordinator/Associate Dean will review the syllabus and, in cases whenever necessary, suggest improvements to the faculty member. The Department Chair/Coordinator/Associate Dean will forward all syllabi (including syllabi with unresolved suggestions for improvement) to the appropriate Dean before the end of the first week of classes. The Dean is responsible for the approval and retention of copies of all syllabi for their school. All syllabi must be housed in the appropriate Dean’s office no later than the end of the second week of classes.

Syllabi must be created using the current template and should contain, at a minimum, all of the following:

- 1) A clear and concise explanation of how the student’s grades will be calculated. This explanation may use points, where each assignment or assignment category is assigned a

certain number of points with a cumulative total. Or, as best practices indicate, a breakdown of each assignment category by weighted percentages may be provided.

- 2) A list of dates for major course assignments. Note that the instructor retains the right to modify the dates with advance notification to students.
- 3) The title, author, edition and ISBN number for any required, recommended or optional course materials. Note: If a course is using a “bundled” course package, a separate ISBN number for the standalone book and the associated ancillaries needs to be provided as well.
- 4) Any policies that might negatively affect a student’s grade. Examples include:
 - a) Policies relating to accepting or not accepting late work.
 - b) Policies regarding specific consequences that the professor will pursue involving cheating including plagiarism.
 - d) Policies regarding the availability or unavailability of make-up exams.
 - d) Any other policy that may alter a student’s overall grade based on a set of circumstances (e.g. missing a paper, exam, certain number of assignments, etc... automatically lowering a student’s grade).