PROCEDURE

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<th>Policy Name:</th>
<th>Required Syllabi for Credit Courses</th>
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<td>Policy Number:</td>
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<td>Applicable Code/Law:</td>
<td>Americans with Disabilities Act, WAC</td>
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Procedural Guidelines

I. Definition of a Syllabus:

   An outline of the main points of the course of study

II. Syllabus Content:

   In addition to the course outline, each syllabus shall include at least the following:

   A. Name, office number, office phone extension, email address and office hours of the instructor;

   B. Course name and number, classroom location and related labs, and class time;

   C. Statement of the official published, recommended and/or required prerequisites;

   D. Required text, supplementary materials and other possible supplies or activities requiring student expenditures;

   E. Major student learning objectives for the course in compliance with appropriate learning outcomes;

   F. If applicable, assignment schedules, an approved informed consent statement for any and all human subjects activities and requirements for laboratory, clinical, studio, library/media, performances and/or related course activities;

   G. Brief description of all major assignments, including due dates;
H. Date, time and place of the final examination in accordance with the final examination schedule as published in the quarterly *Class Schedule*;

I. Information about class contingency plans for when the campus is closed (compliant with Policy #6030, *Suspended Operations*);

J. Definition and consequences of cheating and plagiarism in compliance with the applicable Washington Administrative codes (WACs) and campus policy (compliant with Policy #5033, *Dishonesty in Academics*);

K. Instructor Grading Policy (compliant with Policy #6260, *Grades*)
   1) Grade options
   2) Method of computing grade components and weights for texts, quizzes, papers, laboratory assignments, performances, and participation
   3) Special and/or extra credit options
   4) Policy for make-up examinations and assignments submitted after the due date

L. A Students with Disabilities policy per federal law re: the Americans with Disabilities Act advising students of their rights under this law and contact information for the Services for Students with Disabilities Office (compliant with Policy #5114, *Reasonable Accommodation of Students with Disabilities*).

III. Optional Clauses

   Instructors may add:

   A. The Inclement Weather Policy (compliant with Policy #6030, *Suspended Operations*)

   B. Extraordinary Events: This would address procedures in case of earthquakes, bomb threats, on-campus violence or other unforeseen events or conditions.

   C. Lab/Classroom/Garage Safety Policy: Instructors may write their own safety policies as necessary or refer students to a second document regarding safety such as one addressing blood-borne pathogens.


   E. Campus Support Services available to students.

IV. The instructor shall apprise the class of necessary changes in the syllabus.

V. Exceptions: Any exceptions to this policy and/or its procedural guidelines are to be
submitted, in writing, in advance to the appropriate division dean for approval or disapproval.