



PROCEDURE

Policy Name:	Required Syllabi for Credit Courses
Policy Number:	6100
Applicable Code/Law:	Americans with Disabilities Act, WAC

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.
- D. Book purchase information including edition, year of publication, author and International Standard Book Number (ISBN).
- 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.