POLICY NO. 3.09

TITLE: COURSE POLICY STATEMENT (SYLLABUS)

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

All faculty who teach college and occupational credit courses, both fulltime and adjunct, will make available to each student in his/her class with a syllabus (course policy statement) on the first day that the student is in the class, in accordance with the following provisions:

A. The syllabus will consist of, but not necessarily be limited to:
   1. A description of the course and student learning outcomes content
   2. Instructor’s grading/evaluation policy
   3. Instructor’s class attendance policy
   4. When applicable, provide information on state requirements for general education
   5. Cheating/plagiarism policy
   6. Policies on visitors in the classroom and religious holiday observance
   7. Students with disabilities procedures

These will be strictly adhered to by the instructor for the entire term.

B. The course description in the College Catalog, together with the approved course, description of the course and student learning outcomes, constitute an agreement between the college and the student.

C. The instructor will address all such student learning outcomes within the span of the course.

HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 6/27/12
Revised: 11/28/09, 1/28/09, 9/23/09