

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

COURSE SYLLABI
Procedure No. 5-10 (B)
Page 1 of 3

Effective December 1, 2005

- (1) A course syllabus is required for every credit course taught at the college and is to be filed with the appropriate department chairperson each quarter the course is offered.

- (2) On the first day of class, the faculty member will distribute, or make available on-line for web-based courses, the course syllabus to each student and explain its contents. The course syllabus must be consistent with the course outline. The syllabus should contain at least the following sections:
 - (a) Course description as it appears in the college catalog.
 - (b) Goals and/or objectives of the course.
 - (c) Textbooks--required and optional readings.
 - (d) Instructional methods.
 - (e) A statement about Academic Assessment. The following statement should be placed on syllabi before notice of the grading requirements:

“Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes:

- (i) to improve student academic achievement;
- (ii) to improve teaching strategies;
- (iii) to document successes and identify opportunities for program improvement;
- (iv) to provide evidence for institutional effectiveness.

In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.”

- (f) Method and standards of evaluation.
- (g) Special course requirements.
- (h) Units of instruction.
- (i) Instructor’s attendance policy.
- (j) The following statement concerning the Student Code of Conduct:

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

COURSE SYLLABI
Procedure No. 5-10 (B)
Page 2 of 3

Effective December 1, 2005

“As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the student code. The faculty at Columbus State expect you to exhibit high standards of academic integrity. Any confirmed incidence of Academic Misconduct, including plagiarism and other forms of cheating will be treated seriously and in accordance with College Policy and Procedure.”

- (k) Every syllabus must contain the following statement on reasonable accommodation.

“It is Columbus State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the Department of Disability Services, 228 Franklin Hall, 287-2570 (V/TTY).”

- (l) Every syllabus must contain a statement on how to respond to emergency closings. The Following is a sample statement.

“In the event of severe weather or other emergencies which could force the college to close or to cancel classes, such information will be broadcast on radio stations and television stations. Students who reside in areas which fall under a Level III emergency should not attempt to drive to the college even if the college remains open.

Assignments due on a day the college is closed will be due the next scheduled class period. If an examination is scheduled for a day the campus is closed, the examination will be given on the next class day. If a laboratory is scheduled on the day the campus is closed, it will be made up at the next scheduled laboratory class. If necessary, laboratory make-up may be held on a Saturday. If a clinical is missed because of weather conditions: (insert department policy).

Students who miss a class because of weather-related problems when the class is held as scheduled are responsible for reading and other assignments as indicated in the syllabus. If a laboratory or examination is missed, contact me as soon as possible to determine how to make up the missed exam or lab.

Remember! It is the student’s responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

COURSE SYLLABI
Procedure No. 5-10 (B)
Page 3 of 3

Effective December 1, 2005

In the event the college is forced to close during Final Examination Week, exams scheduled for the first missed date will be rescheduled for (date), in the same location at the same time scheduled. Exams scheduled for a second missed date will be rescheduled for _____. Thus, our final exam is scheduled for (date) at _____ o'clock. If the college is closed that day, the exam will be held on (date) at o'clock. If our exam day is the second day the college has been closed, the exam will be held on (date) at _____ o'clock."

The emergency make-up exam schedule is published with the quarterly final exam schedule.

- (m) The following statement on financial aid reporting requirements.

"Columbus State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veteran's Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported quarterly by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility."

- (n) Other information at the discretion of the department/faculty member (e.g., faculty expectations)