

Syllabi Components

As Approved at the College Academic Senate Meeting on February 26, 1998.

MANDATORY (Per the Faculty Master Agreement)*

- Course Goals
- Grading Standards and Practices
- Tentative Schedule of Assignments & Tests

MANDATORY (Per Federal Law)

- ADA notification: Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the ACCESS office and inform the instructor of any special conditions pertaining to their learning. (include campus ACCESS Phone# and Location).

The FERPA language for the course syllabi will read as follows:

IMPORTANT FERPA REMINDER: Per the Federal Educational Rights and Privacy Act (FERPA), college personnel are not allowed to release students' personal information to anyone, including other students. If you have any questions regarding FERPA, please refer to page ____ in the current College Catalog.

Please note: the ____ will change every year depending on the page number in the current catalog.

STRONGLY RECOMMENDED

- Course Name and Number:
- **Instructor:** Location of Office (or method of contact), Office Hours, Phone Number, E-mail address.
- Available Assistance (as applicable):
- **Department Secretary:** Location of Office, Office Hours, Phone Number
- **Paraprofessional:** Location of Office, Office Hours, Phone Number
- **IIC:** Location, Hours, Phone Number
- **ACCESS:** Availability, Phone Number
- Course Catalog Description with Prerequisites
- Required Books and Supplies
- List of Supportive Materials and where available
- Disclaimer allowing for reasonable Revisions by the Instructor as circumstances require and to be announced in Class

OPTIONAL

- Semester, Meeting Times, Room
- General Education Attributes
- Teaching/Learning Strategies
- Classroom Practices
- Out of Class Experiences
- Applicable Forms Pertinent to Course
- Reference to Student Policies in the College Catalog
- Policy on Use of Computing Resources
- Policy on Plagiarism
- Student Bill of Responsibilities

* These items are listed roughly in the order in which they might appear on syllabi.