



COLLEGE POLICY

POLICY NUMBER:	3106
DATE APPROVED:	November 7, 2018
POLICY TYPE:	Academic & Instruction
POLICY TITLE:	Syllabus Policy
RESPONSIBLE ASSOC. /VICE PRESIDENT:	Provost

POLICY PURPOSE:

To insure each student in a credit course receives a concise and user-friendly syllabus containing the essential common elements by the start of class.

POLICY:

To promote student success, every faculty member assigned to teach a credit course at the college will develop a syllabus which will be electronically posted, distributed to and reviewed with their students, as soon as possible and no later than the first day of class.

Faculty have the opportunity to add additional elements to their syllabus based on the specifics of the course and the specific needs of the students.

Formatting templates are available; however, faculty may format their syllabus as they choose.

The following course specific elements will be included in each syllabus:

- A Welcome to the Course
- Instructor Information Including Contact Information
- General Course Information
- What the Students will Learn in this Course
- Equity and Inclusion Statement
- Textbook/Materials/Supplies Required (Including Cost Saving Options)
- Current Course Calendar/Schedule/Topics

- Submission of Assignments
- Evaluation and Assessment Expectations
- Grading Calculations
- Attendance Policy
- Communication Plan for Faculty and Students
- Class Participation Expectations
- Homework and Preparation Expectations
- Make-up and Late Assignment Policies
- Syllabus Changes
- ADA Statement
- Information Relevant to the Specific Section
- Other Essential Class Policies

Each syllabus will also include links to:

- Student Support Services-<https://madisoncollege.edu/student-support>
- College Policies <https://madisoncollege.edu/policies-guidelines>
- College Resources <https://madisoncollege.edu/campus-resources>

DEFINITIONS:

None

LINKS TO STATE/FEDERAL REGULATIONS:

None