Policy

4-8065 Syllabus

The Chancellor shall establish procedures to ensure that all Yosemite Community College District students are provided with either a written syllabus or electronic version during the first week of classes.

Adopted: August 13, 2008

Last Reviewed:
Administrative Procedure

4-8065 Syllabus

Yosemite Community College District faculty will provide their students with a syllabus, either hardcopy or electronic, during the first week of class.

The syllabus must include, at minimum:

- Current student learning outcomes for the course
- Grading scale and process
- Instructor contact information
- Office hours, if applicable
- Required and recommended text and course materials
- Classroom policies

They will also provide a copy, either hardcopy or electronic, to the appropriate division office by the first census date for each class.

Each college shall establish procedures to gather and archive every course syllabus each semester.

References:
ACCJC Accreditation Standard II.A.3

Procedure Last Revised: February 11, 2009

Last Reviewed: