

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 3.8**

TITLE: COURSE SYLLABUS REGULATION

DEFINITION: The Course Syllabus Regulation defines the requirements and process for the development, approval and distribution of course syllabi for Eastern originated courses. The Course Syllabus Regulation assures that all such courses adhere to a common description, outcomes and scope. It is the College's intent to offer courses of high quality and consistent standard. The regulation is also designed to ensure that students are provided accurate and timely information regarding courses requirements, standards of operation and grading criteria. All faculty are required to submit course syllabi in keeping with the standards of this regulation.

EFFECTIVE DATE: MAY 20, 2013 REPLACES AUGUST 6, 2008 VERSION

Regulation Definitions:

Brokered Courses: Courses offered through partnerships with accredited colleges and universities. Brokered courses originate at the home institution. The faculty member for a brokered course is not contracted by Eastern.

Course Outcomes: Statements of intended student learning, proficiency and skills as a result of successfully completing a course of study.

Course Syllabus: An outline of course requirements which includes course description, course outcomes, grading criteria, assignments, and other criteria as outlined in the Course Syllabus Template.

Course Syllabus Template: The required format for a course syllabus which outlines content and format adopted for all Eastern originated courses.

Eastern Originated Course: Any course that is developed or taught by faculty under contract with the College. This excludes brokered courses.

Master Course Record Form: The official document denoting the course description, course outcomes, course format, instructor qualifications, etc. for each course.

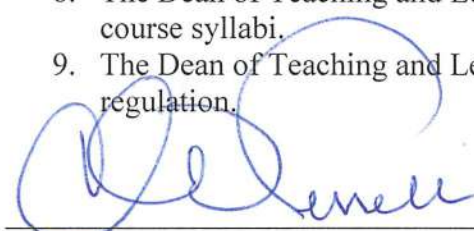
Process:

Course Syllabi are to be developed, approved and distributed according to the following:

1. All faculty are required to develop a course syllabus for each contracted course in a given semester or term.
2. The Division Chair will provide each faculty with a copy of the Course Syllabus Template and Master Course Record form for the contracted course (electronic or

paper format). The Course Syllabus Template outlines the required content for an Eastern originated course syllabus. The Master Course Record Form identifies the official course description and course outcomes.

3. Faculty are required to develop all course syllabi using the Course Syllabus Template (Attachment A). Course descriptions and outcomes are to be taken from the appropriate Master Course Record Form.
4. Faculty must provide students with a course syllabus at the first class session.
5. Faculty will submit completed syllabi to the appropriate Division Chair no later than one week after the first class session. This timeline is designed to allow the opportunity for revision by the instructor based on unique characteristics of the class.
 - a. Course syllabi should be submitted in electronic format (Microsoft WORD or Rich Text Format is preferred).
 - b. The Division Chair is responsible for submitting the approved syllabi to the Dean of Teaching and Learning or designee.
6. Any changes in the course syllabus must be provided to the students in writing at the time of the intended change.
 - a. The faculty is responsible for providing a revised copy of the syllabus to the Division Chair. The Division Chair is responsible for providing the revised syllabus to the Dean of Teaching and Learning or designee.
7. It is the responsibility of the Division Chairs to review and approve all course syllabi for their respective departments.
 - a. In the event that a course syllabus is not approved, immediate corrective action will be required on the part of the Division Chair and the faculty.
 - b. The Division Chair will meet with the faculty to outline necessary revisions and revision timeline.
 - c. The faculty will revise the syllabus as required, distribute revision to students and the Division Chair.
8. The Dean of Teaching and Learning or designee is the official custodian for all course syllabi.
9. The Dean of Teaching and Learning is responsible for implementation of this regulation.



PRESIDENT

DATE 05/08/2019

Syllabus Template

Course Identification and Faculty Contact Information:

- Course Number and Title
- Semester and Year
- Instructor's Name
- Instructor's Contact Information and Availability
- Day and Time of Class Meeting
- Course Index Number (CRN number listed in schedule)
- Course Materials:
 - Required Text Book(s)
 - Supplemental Course Materials including software and/or other equipment

Course Content and Requirements:

I. Purpose

- A. Course Description (as published on Master Course Record Form including prerequisites, corequisites and credit hours)
- B. Class focus (This is a statement of the individual instructor's approach to the material)
- C. Learner Outcomes (as published on Master Course Record Form)

II. Course Policies

- A. Attendance/Tardiness policy
- B. Grading (Including assignments and scale)
- C. Acceptable style/format of assignments
- D. Policy on missed deadlines
- E. Exams (Scheduled and make-up)
- F. *Policy on Academic Dishonesty

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study and which, if known by the instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any kind that which is wholly or in part created by another; securing and/or distributing all or any part of examinations or assignments prior to their being submitted to the class as a whole; or the altering of any grade or academic record.

If an occurrence of Academic Dishonesty is observed on the part of a student, the case shall be handled in accordance with the procedures identified in the Student Handbook.

- G. *Americans with Disabilities Act (ADA) notice:

In accordance with the American With Disabilities Act, Eastern West Virginia Technical and Community College's programs and courses will be accessible to the handicapped and disabled. If you have a disability which impairs your access

to this course or your ability to pursue the coursework as it is presented, notify the instructor. Eastern's ADA contact is the Student Services Specialist.

H. *Title IX notice:

Eastern West Virginia Technical and Community College is dedicated to ensuring a positive classroom environment. Discriminatory comments and actions based on age, race, religion, marital status, and gender are inappropriate classroom behaviors and will not be tolerated. Any further suggestions that would work to maintain such an environment should be directed to the instructor.

I. *Syllabus Change Statement:

This syllabus is subject to change as determined by the instructor. **Students will be provided a written notification of any changes in course requirements and assignments.**

J. Copyright Use:

In many instances, the instructor may make copyrighted material available to the students. It is important for students to remember that the material is provided for educational purposes only, and that it is against the law for students to photocopy and distribute copyrighted materials.

III. *Course Schedule

- A. Outline of course content.
- B. Schedule of course activities including testing dates, assignments and assignment due dates.
- C. Required readings with author, title of book, and page numbers
- D. Recommended readings
- E. Supplemental learning resources

*These policies or statements must appear on all course syllabi.