Leeward Community College

Policy on Course Syllabi

Policy Number: L5.201
Effective Date: April 14, 2022
Review Date: April 14, 2027

L5.201 Policy on Course Syllabi Review

I.   Purpose

To facilitate clear communication about courses between students and faculty, each class section must have a syllabus that aligns with the institutionally approved core outline as found on the course management system (CMS). Students shall receive a written syllabus by the first day of the course. During the semester, students shall be notified in writing of any substantive changes in the course syllabus.

II.   Related Policies

This policy addresses the requirements of accrediting bodies that expect coherent and explicit learning expectations for students.

III.   Procedures and Responsibilities
A. Course syllabi can reflect the individuality, style, and creativity of the instructor. However, each semester all disciplines will compare the core outlines for all active courses with the syllabi of all faculty members to ensure that all syllabi include standardized items. The standardized items are:
   - Course alpha and number designation, title, credits, prerequisites, course description, and student learning outcomes as reflected in the CMS.
   - Instructor information: name, office location, office hours, phone number, and e-mail address.
   - Division information: name, office location and phone number.
   - Course information: course record number (CRN), classroom location, course meeting days and times, and a list of required textbooks and supplies.
   - Grading policy.
   - Academic Dishonesty policy, as shown in the current catalog.
   - Participant Verification Notification, as shown in the current catalog.

B. If syllabi do not reflect the required standardized information, the discipline, along with the division chair, will work with instructors to correct any discrepancies.

C. Each semester the Vice Chancellor for Academic Affairs is responsible for providing a description of recommended optional syllabi notifications. These are optional and instructors are not required to put them in the syllabus.

Campus Approvals:

- Faculty Senate approval date: April 13, 2022
- Chancellor approval date: April 14, 2022