

The following elements are required in all DSC syllabi. The purpose of this requirement is to acquaint students with the policies, resources, and services that will help them succeed.

### **Required Elements in DSC Syllabi**

- Name of course, course number, CRN, meeting days and time of class
- Semester and year
- Course description from catalog
- Instructor's DSC email address, office location, office phone number
- Instructor's office hours (should be 5-hours weekly for full-time faculty – by appointment or TBA is not acceptable)
- Course pre-requisites and/or co-requisites, including minimum grade / score (if applicable)
- Lab or other course fees (if applicable)
- General education status (if applicable)
- Required textbook(s) and materials; recommended books / materials
- Projected schedules of class activities, assignments, due dates, exams, etc.
- Explanation of grade determination
- Course objectives & outcomes
- Semester calendar to include at least the following dates / deadlines, either in a course schedule or as "important dates to remember":
  - Date classes begin
  - Last day to add without instructor permission
  - Pell Grant census date
  - All holidays / breaks when classes are not held
  - Last day for refund of tuition and fees
  - Late registration / payment fee – Purge date (students who have not paid tuition / fees IN FULL or made payment arrangements may be dropped from classes!)
  - Last day to add classes with instructor permission
  - Midterm grades posted
  - Last day to drop or audit classes
  - Last day for complete withdrawal from all classes
  - Last day of classes
  - Final Exam dates
  - Final grades posted
  - Commencement (as applicable)
- Date & time of Final Exam for specific class
- Disability statement
- Library, Computer lab, Writing Center, Testing Center, and Tutoring Center statements and links (as appropriate)
- Academic dishonesty / Academic integrity policy
- Rebelmail statement
- Instructor policy on late assignments, missed exams/quizzes, and unexcused absences
- Reference to "Policy for Absences Related to College Functions"
- Disruptive behavior policy / classroom expectations