

Revision Responsibility: Vice President for Academic Affairs
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Guideline P-080](#)
[Columbia State Policy 02:18:00](#)

PURPOSE

To establish the institutional requirements relative to course syllabi.

POLICY

- I. All faculty teaching a course will be provided a copy of the course description and course outline as approved by the Curriculum Committee.
- II. Revisions to the content required to maintain course currency are the responsibility of the full-time faculty in the discipline.
- III. During the first week of classes, all faculty must provide every student in their classes with a current course syllabus in an accessible format (effective Fall 2016 semester) that includes, as a minimum, the following information:
 - Faculty name, office location, phone number and email address
 - Preferred method to contact the instructor (email, voicemail, etc.)
 - Division office contact information and an explanation that division office personnel are able to provide information about regular faculty office hours and assist with contacting instructors.
 - Course number and description (must match the catalog description)
 - Course purpose with student learning outcomes
 - Course attendance policy and procedures for making up class work covered or assigned during an absence
 - The official last day to drop the course
 - The final exam date/time
 - Detailed textbook information (including required/optional)
 - Grading/evaluation policies
 - Other class requirements (term papers, projects, etc.)
 - Statement explaining that students should follow the faculty member's instructions in the event of an emergency:

Columbia State Emergency Procedures are posted in each classroom. In emergency situations follow instructions provided by faculty. Do not stop to collect belongings if told to evacuate the building or classroom. Should the building be evacuated, proceed immediately to the designated area. Faculty are responsible for checking attendance following an evacuation to determine that all students are accounted for.

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- Statement regarding inclusion of High Impact Practices (HIPs) in courses:
High Impact Practices (HIPs): This course may include one or more requirements/ assignments identified by Columbia State as High Impact Practices (HIP). The HIP experience(s) in the class are designed to engage students in work-based learning (30 or more hours), first-year experience, honors, technology enhanced learning, learning communities (enrolled in multiple courses together or grouped by shared traits), service learning (10 or more hours), certification (inclusion or eligibility), study abroad, and/or undergraduate research. These experiences involve valuable practices known to contribute to student success & satisfaction: student-faculty interaction, active & collaborative learning, support in the campus environment, enriching educational experiences, and challenging academics. Research indicates embedding these HIPs in courses influences students' likelihood of staying enrolled and completing educational goals!
 - Statement concerning the College's instructional recording policy.
Recording of learning activities is allowed only with faculty permission and is to be used for educational purposes by individual students. When recording is permitted, all students should be aware that voices/images may be captured during the process. No portion of instructional recordings may be reproduced or published by students.
 - Expectations regarding availability of valid student ID.
Columbia State students are expected to be able to produce a valid student ID upon request by faculty/staff/employees.
 - In courses/ programs where applicable, inform students of expectations relative to internet/ social media use.
Program/institutional expectations for professionalism, confidentiality, and mutual respect extend to Internet and social networking settings. Discipline and grade consequences may be applicable to inappropriate "virtual" behavior.
 - Inclement weather policy guidelines refer students to the Columbia State web site and inclement weather line 931-540-2515. If applicable, explain how late openings will impact the class/lab/clinical assignment. Emphasize that students are individually responsible for decisions regarding travel safety and include reasonable arrangements available regarding makeup assignments/work for students who notify faculty in advance of an expected absence due to inclement weather.
 - Inform students of the mechanism to be used whenever possible in the event of anticipated or unexpected instructor absence.
 - The ADA standing committee has adopted the following statement for faculty use in syllabi.
In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.

- Procedures for Discrimination and Harassment Complaints and Investigation using this statement:

TBR GUIDELINE P-080 – Discrimination and Harassment Complaint and Investigation Procedure: This Tennessee Board of Regents guideline provides for investigation and resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex or sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information and any other category protected by federal or state civil rights law. Any student or employee who believes s/he has been subjected to, or is aware of, discrimination or harassment, should use the procedure for reporting and resolution of discrimination or harassment complaints. Students and employees are required to be knowledgeable of policies and guidelines, report suspected violations to the Director of Human Resources, and cooperate with investigations. Employees or students found to have violated this Guideline are subject to disciplinary action including dismissal, termination, or other appropriate sanction. A link to this guideline and a complaint form is on myChargerNet (myCN).

PROCEDURES

- I. Copies of the most recent course descriptions/outlines for all courses will be maintained in the division office.
- II. Discipline coordinators, or in the absence of a coordinator, the division dean will ensure that each faculty member teaching course is provided with the most recent version of the course content. They will also provide faculty members teaching the course for the first time with a sample syllabus.
- III. Faculty will submit to their division dean each semester a current course syllabus for each course they teach.

December 1988; July 28, 1997 (title updates only); June 21, 2000 (new policy format and to specify minimum requirements); September 16, 2002 (added ADA statement under Section III of the policy); March 8, 2004 (added statement regarding emergency procedures to Section III of the policy); March 22, 2011 (updated titles; add statements for Internet Security, Instructional Recording; ID Availability, Emergency Procedures, Inclement Weather, and mechanisms of student access to faculty office hours); September 8, 2011 (new policy format and updated titles); July 21, 2014 (added Procedures for Discrimination and Harassment Complaints and Investigation); February 25, 2016 (added accessibility requirement); May 15, 2017 (HIP statement added and met accessibility standards)