Course Syllabus Policy

as of February 2021

The Suffolk County Community College (SCCC) course syllabus serves as a contract between the student and the professor regarding course expectations. Accordingly, a clear, detailed course syllabus provides a framework for student academic success in the course.

The Suffolk County Community College Course Syllabus Policy is aligned with New York State regulations, New York State Education Department guidelines and the Middle States Commission on Higher Education expectations. It sets forth the minimum course syllabus requirements. Faculty should include additional information that will provide students with the necessary information for success in the course.

A course syllabus at SCCC outlines the general requirements for a course, including the course description and course learning outcomes which may not be changed by the instructor and must appear verbatim in all course syllabi of the same course. A **course syllabus must be created for each section of a course** and reference the course learning outcomes including required and supplementary materials, tests and other resources, assignments, grading methodology and a weekly outline of topics to be covered.

Up-to-date course descriptions and course learning outcomes may be found at Course Descriptions.

I.   **Procedural requirements for all course syllabi:**

❖ Faculty must prepare a full and complete **course syllabus** for each course section taught.

❖ Faculty are required to provide the **course syllabus** to all students enrolled in each course section assigned on the first day of class.

❖ Faculty are required to provide a copy of the **course syllabus** to the Academic Department Chair by the first day of class.

II.   **Minimum content requirements for all course syllabi:**

- **Instructor name**

- **Instructor contact information** (e.g. office/department location, office/department telephone number, SCCC email address, office hours)

- The **semester** the course is offered

- The approved **course learning outcomes** for the course

- The **SUNY General Education category/categories** the course meets and the associated **SUNY General Education Learning Outcomes**, where applicable

- An accurate, up-to-date course description from the SCCC online catalog. The course description should include the following:
    o **Course Title** (e.g. Introduction to Psychology)
    o **Course Discipline Number** (e.g. PSY101)
    o **Section CRN**
    o **Meeting Times**
    o **Course Location (Building/Room)**
    o **Credits**

- o **Prerequisites and co-requisites**

- The **course grading policy**, including the weight assigned to evaluated assignments/exams and method of determining the final grade

- The course requirements (e.g. exams, quizzes, papers, etc.)

- Recommended **texts, resources and/or other materials including author, title, edition, ISBN, publisher, publication date**

- A **weekly course outline** referencing major topics and readings, exams, papers and assignments

- **SCCC policies** on Absences and Attendance, Attendance on Religious Observance, Services for Students with Disabilities and Academic Integrity **(see "Course Syllabus Template and Statements" document)**