

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

COURSE SYLLABI  
Procedure No. 5-10 (B)  
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Effective September 22, 2016

- (1) Master Course Syllabus
  - (a) A Master Course Syllabus is required for every degree credit course taught at the College. The student learning outcomes and units of instruction on the Master Course Syllabus shall be consistent with the Master Course Proposal for that course.
  - (b) Instructions for preparing the Master Course Syllabus may be obtained through the Office of the Senior Vice President of Academic Affairs.
  - (c) The Master Course Syllabus will be on file in the department office and in the Office of Curriculum Management for every degree credit course offered by the College. A course will not be taught until the Master Course Syllabus is written and on file.
  - (d) The Master Course Syllabus shall include the following information:
    - Course Name
    - Credits
    - Class Hours Per Week
    - Prerequisites
    - Description of Course (as it appears in the course catalog)
    - Student Learning Outcomes
    - Institutional Learning Goals
    - Course Materials Required
    - Textbook, Manuals, References and other Readings
    - General Instructional Methods
    - Assessment
    - Standards and Methods for Evaluation
    - Grading Scale
    - Special Course Requirements
    - Attendance Policy
    - Units of Instruction
  - (e) The Master Course Syllabus shall include the College Syllabus Statements. The College Syllabus Statements may include, but are not limited to:
    - Student Code of Conduct
    - Americans With Disabilities Act Policy

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- Audio/Video Recording of Class
- Title IX Information
- Tobacco Policy
- Weather Emergencies
- Financial Aid Attendance Reporting

(2) Course Section Syllabus

- (a) A Course Section Syllabus is required for each section of a degree credit course. The Course Section Syllabus will be on file in the department for each section taught, each semester.
- (b) The Course Section Syllabus must include the same information as the Master Course Syllabus, as shown in Procedure 5-10 (B) (1) (d) and the name and contact information for the instructor.
- (c) The Course Section Syllabus must reflect department guidelines.
- (d) The Course Section Syllabus will be distributed (or made available online) by the first day of class.
- (e) The Course Section Syllabus must include a link to the College Syllabus Statements on the Columbus State Community College's website.

Last Effective Dates: August 29, 2012  
December 1, 2005  
October 15, 1985