

Title: Master Syllabi and Course Syllabi Policy and Procedure

<input type="checkbox"/> Initial Action:	3/7/12
<input type="checkbox"/> Board Resolution:	18/027
<input type="checkbox"/> Last Revised	7/31/20
○ Policy:	
○ Procedure:	7/31/20
<input type="checkbox"/> Last Reviewed:	7/31/20
<input type="checkbox"/> Effective:	8/7/2020
<input type="checkbox"/> Next Review:	11/ 2022
<input type="checkbox"/> Responsibility:	Academic Programs

POLICY:

Definitions:

Master Syllabi: The master syllabus for a course is a framework upon which individual faculty members build the syllabus for their particular course sections. Approved by the Academic Affairs Committee, Master syllabi are available on MyCecil and www.Cecil.edu, and shall follow the format provided in the Syllabus Template, Appendix A.

Course Syllabi: A course syllabus contains information in addition to course description and learning outcomes provided in the Master syllabus. For the sake of ensuring complete and consistent communication to students, the college has identified a set of items that all course syllabi are expected to contain. These items are described in the following procedure.

PROCEDURE:

Academic Senate and the Academic Affairs Committee will review and provide feedback on this policy/procedure every three years or as needed.

During a course's first session, students shall be as fully informed as possible concerning the course and its instructor—what the instructor's expectations are, how the instructor will determine grades, how and when the instructor may be contacted, when the assigned work is due, etc. This essential task shall be accomplished by distributing a course syllabus and discussing its contents in class.

Each instructor is required to provide students with a course syllabus on the first day of class.

The following items are **required**:

1. Course title and number
2. Credit Hours/Lab Hours
3. Instructor's name
4. Instructor's office location and telephone number
5. Office hours.
6. Instructor's college e-mail address
7. Course description, including course schedule and tentative due dates for major assignments
8. Prerequisites and co-requisites
9. URL of the instructor's website (if applicable)

10. Required texts and materials
11. Recommended course texts and materials
12. Course meeting days and hours
13. Refund date
14. Withdrawal date
15. Instructor's attendance policy
16. Instructor's class cancelation and inclement weather policy
17. Student Learning Outcomes
18. Other course requirements
19. Final grade determination
20. Accommodations for Students with Disabilities
21. Online course processes
22. Grading Procedures
23. Academic Integrity Policy
24. Statement on use of electronic devices and audio recording
25. Statement on Sexual Misconduct and Title IX
26. Statement on Student Code of Conduct
27. *You at College* statement:

Optional:

28. Library

Details:

1. **Course title and number** (from *College Catalog*)

(Note: If the course is co-listed, the Continuing Education course title and number should be added.)

2. **Credit hours** (from *College Catalog*); lab hours (if any)

3. **Instructor's name**

4. **Instructor's office location and telephone number**

(Note: In general, adjunct instructors do not have telephone extensions at the College. However, in an emergency, students may leave messages for adjunct instructors by calling the Office of Academic Programs. The office personnel will contact the instructor or leave a written message in the instructor's mail folder.)

5. **Office hours**

(Note: Adjunct instructors may meet students immediately before and/or after class.)

6. **Instructor's College e-mail address**

7. **Course description** (from *College Catalog*) and/or course rationale

8. **Pre-requisites and co-requisites** (from *College Catalog*)

9. **URL of the instructor's Web site, if applicable.**

(Note: If the instructor is using the Web site to convey course materials, this fact should be noted, along with detailed information on the use of the Web site.)

10. **Required texts and other required materials**

11. **Recommended course texts and other recommended materials, if any.**

12. **Course meeting days and hours** (from the current *College Schedule of Classes*)
13. **Refund date** (from the current *College Schedule of Classes*)
14. **Withdrawal date** (from the current *College Schedule of Classes*)
15. **Instructor's attendance policy**
16. **Instructor's class cancelation and inclement weather policy:** an explanation of how the class will proceed should class need to be canceled.

17. **Student Learning Outcomes**

(Note: Student learning outcomes are broad goals for students to achieve in the course; they may be on a separate handout distributed during the first class session. Depending on the course, the number of outcomes will vary. Some course may have only 4 or 5 outcomes; other courses may have as many as a dozen or more. Student learning outcomes are found in the course syllabus.)

As an example, the student learning outcomes for English 101, College Composition, follow:

After completing this course, you should have achieved college-level competency in your ability to:

1. *Critically engage diverse texts and ideas to develop rhetorical knowledge*
2. *Compose various texts that effectively respond to different contexts, purposes, audiences, and genres*
3. *Practice a recursive writing process from idea generation through multiple revisions and reflection*
4. *Conduct, integrate, and document academic research*

18. **Other course requirements**

(For example: Instructor's late assignment policy and missed tests and quizzes policy.

Note: **A detailed schedule of class assignments/learning activities may be on a separate handout distributed during the first class session.)**

19. **Final grade determination** (that is, how the terminal course grade is determined)

20. **Accommodations for Students with Disabilities**

The following statement must be used exactly as given below:

If you are a student with a physical, medical, or mental health diagnosis, or learning disability that could impact your education, we want you to connect with Accessibility Services to help determine if you qualify for academic accommodations allowable under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

1. Some examples of academic accommodations include, but are not limited to extended time on exams, testing in a low distraction environment, notetaking assistance, early access to PowerPoint slides, audio record lecture, alternative textbook format, assistive technology, etc.
2. If you had an IEP or 504 plan in high school, you are strongly encouraged to register with Accessibility Services to arrange accommodations at Cecil College.
3. Temporary accommodations are available for temporary medical conditions, such as a broken hand, arm or shoulder, surgery, or other temporary medical condition that may impact your academics during the semester.

How To Register For Accommodations:

1. Complete an [Accommodation Request Form](https://cecil-accommodate.symplcity.com/public_accommodation/) - https://cecil-accommodate.symplcity.com/public_accommodation/
2. Please note that disability documentation must be provided to register, and upon submission you will be invited to a required intake meeting to determine appropriate reasonable accommodations.
3. You are welcome to register anytime but we do recommend that you register as early as possible! Accommodations are not retroactive, meaning you cannot apply them to coursework that has already been completed. Once you are registered with Accessibility Services it is 100% your choice as to whether you use a particular accommodation in any given class, therefore, we recommend that you register with Accessibility Services as soon as possible so that accommodations are there when you need them!

If you would like more information before registering, please email accessibilityservices@cecil.edu, call 443-674-1993, or visit our page on MyCecil: select the Cecil Life tab, and then select [Accessibility Services](https://my.cecil.edu/ICS/Cecil_Life/Accessibility_Services.jnz) - https://my.cecil.edu/ICS/Cecil_Life/Accessibility_Services.jnz

BUILDING D - TECHNOLOGY CENTER 103A | 443.674.1993 | accessibilityservices@cecil.edu

AVAILABILITY:

- M,T,TR,F - In person
- W - Remotely via email
- Hours: Monday - Friday 8:30am – 4:30pm

21. **Online course processes**

Secure testing for online coursework is offered through two modalities: the use of Respondus or video monitoring scheduled through the Cecil College testing center.

Students taking an online course may be asked to post a photo within the class structure or LMS. Students who are unable to do this, should reach out to their instructor.

Two formats are available for items 22 through 27

Cecil College faculty, staff and students abide by the following policies in the learning environment. Full versions of these policies are available on Blackboard under Campus Resources

22. **Grading Procedures**, including the use of the Standards for a “C” Paper

Students may request the “I” grade, but they need to make the request under the conditions established by the instructor. “It is the prerogative of the instructor to decide whether or not to issue an incomplete contract” (*College Catalog*).

Student C Standards link: https://my.cecil.edu/ICS/Academic/Documents_for_Faculty.jnz

23. **Academic Integrity Policy Statement**

The following statement must be used exactly as given below:

Cecil College adheres to the highest standards of academic integrity. Students at Cecil College are expected to maintain that high standard by taking responsibility for their own academic success and achievement. All forms of academic dishonesty are serious offenses, will not be

tolerated, and could lead to sanctions up to and including expulsion from the college. The students, faculty, and staff of Cecil College share an obligation to participate in the academic life of the College in a responsible and intellectually honest manner. As members of the Cecil community, students have responsibilities and duties commensurate with their rights and privileges. One of these responsibilities is to be honest and forthright in their academic work. To falsify the results of one's work, to steal the words or ideas of another, or to cheat on an examination corrupts the academic process. Academic Integrity is a critical component of continued membership in the College community.

Student Link:

https://my.cecil.edu/ICS/Employee_Information/Policies_and_Documents/Academic_Programs.jnz

24. Use of Electronic Devices and Audio Recording in the Classroom Statement

The following statement must be used exactly as given below:

The use of electronic communications devices (cell phones, iPads, laptops, digital audio recording devices, etc.) in the classroom for both incoming and outgoing transmissions of a personal nature is prohibited. The instructor may authorize use of these devices as required by the nature of the course itself. Accessibility Services may also authorize use of these devices due to a disability related need in the form of an approved accommodation.

A student with a disability may make an electronic transcript/audio recording of class lectures provided they are registered for accommodations with Accessibility Services and have been approved for an applicable accommodation by the Coordinator of Accessibility Services who will notify the course instructor that the making of an electronic transcript/audio recording of class lectures is permitted under the Americans with Disabilities Act.

Regarding Two Party Consent:

- For general transcription/recording, Maryland State Law requires the consent of every party to a conversation in order to make a lawful recording. Accordingly, the electronic recording of the class must not include class discussions, peer/group discussions, and any other student presentations.
- However, when a student has an approved accommodation through Accessibility Services for audio recording or transcription, state law does not trump the ADA mandate and the instructor only need inform the class that a recording of class lecture may occur. Students approved for an audio recording accommodation are required to sign an agreement indicating that they will only record lecture and will pause recording when other students are speaking. Should an individual student have an issue with class lecture being recorded, the instructor should refer them to Accessibility Services to discuss their concern. Students who do not abide by the signed agreement will meet with the Coordinator of Accessibility Services for follow up to possibly being referred to the Code of Conduct Office for non-compliance.

25. Statement on Sexual Misconduct and Title IX

Cecil College is committed to maintaining a learning and working environment free from any form of Sexual Misconduct, including sexual and gender-based harassment or discrimination, sexual violence, dating violence, domestic violence, sexual exploitation and sexual intimidation. Cecil College prohibits and will not tolerate Sexual Misconduct. Sexual Misconduct is a form of sex discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended ("Title IX") and Title VII of the Civil Rights Act of 1964 as amended, and also may constitute criminal activity.

Cecil College is committed to supporting students who have been the victim of gender-based harassment or sexual misconduct on the Cecil College campus. An individual who has questions

or wishes to report a concern or complaint relating to violations of the sexual misconduct policy may do so by contacting the College's Title IX Deputy Coordinators for students: **Cheryl Davis-Robinson**, Director of Student Life, cadavis@cecil.edu, Building D, 443-674-1988 or the Title IX Coordinator: **Kimberly Joyce**, Vice President for Student Services and Enrollment Management, kjoyce@cecil.edu, Building A, 410-287-1022. The policy can be found at: <https://www.cecil.edu/campus-life/student-codes-standards>.

26. **Statement on Student Code of Conduct:**

Students enrolled at Cecil College are expected to demonstrate honesty, responsibility, civility, and respect at all times. These values are essential to the learning environment and are expected to be exhibited in conduct in all areas of the College grounds, including classrooms and labs and College sponsored events. All students are subject to disciplinary sanctions, up to and including expulsion from the College, as detailed in the Student Code of Conduct.

<https://www.cecil.edu/campus-life/student-codes-standards>

Questions about the Student Code of Conduct should be directed to **Cheryl Davis-Robinson**, Director of Student Life, in the Student Life Office (TC 114C) or via email at cadavis@cecil.edu.

27. *You at College*

YOU have the power to shape your own college experience! Getting enough sleep, caring for your mental and emotional health, having access to healthy food, and other factors all contribute to your success in this class and at Cecil College. Visit <http://you.cecil.edu/> to learn more about campus resources and how to set yourself up for well-being and success.

Or the alternative format for items 22 through 27

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Optional information for Syllabi:

28. Library, Building A:

The Library is your solution center as you navigate through your college career. Library resources include course textbooks on reserve for in-library use; computer access; free printing, copying and scanning; books and e-books; online databases full of scholarly articles and more; local job listings updated monthly; headphones and phone chargers for in-library use; and much, much more.

Need help finding that perfect book or article for your paper? Need help creating citations in APA, MLA or AMA format? Have any other questions? Don't hesitate to ask a librarian! Email: library@cecil.edu Phone: 410-287-1005 Walk-ins welcome! One-on-one appointments can also be made with Melissa D'Agostino, Instructional Librarian at <http://mdagostino.youcanbook.me>