

EvCC6600: COURSE SYLLABUS POLICY

Original Date: October 12, 2021

Policy Contact: Vice President of Instruction

POLICY

It is the policy of Everett Community College (EvCC), in accordance with the policies of the State Board for Community and Technical Colleges, that all courses are required to have a syllabus that provides students with a consistent level of basic information about the content and expectations for each course in which they are enrolled. The syllabus is a statement of intent and schedule of topics/activities that serves as an implicit agreement between the instructor and students. It must be distributed (either as a hard copy or online) no later than the first week of classes, and an electronic copy, available to students, must be posted and stored publicly in a manner directed by the College.

This policy outlines the minimum components of a syllabus and notes recommended policy statements for inclusion, to ensure that instructors communicate course requirements to students in writing and in a timely manner. All syllabi will include, at a minimum, the following information:

- **Course-Specific Information**
 - Catalog information such as the course name and number, department, term quarter and year, meeting time, class meeting place (for hybrid and in-person classes), course credits, a course description, course modality, and course prerequisites
 - Instructor name, office location, office hours/availability, phone number and EvCC email address
 - Course goals and objectives, including student, program, and core learning outcomes
 - Instructional materials (e.g. textbooks, supplies, equipment)
 - General description of assignments, papers, projects, exams and other student work with a schedule of approximate due dates and relative weight in the grade
 - Grading criteria and policies
 - Absence and course participation requirements
 - Link to important dates and registration calendar for course add/drop deadlines
- **Institutional Policies** -Faculty must at minimum provide links to policies. Suggested language will be provided in the Syllabus Template and on the EvCC website.
 - Academic Grievance Procedure
 - Non-discrimination and harassment policies and procedures
 - Student Rights and Responsibilities Handbook
 - College accessibility policies
 - Academic integrity and misconduct policies
 - Financial aid and withdrawal policies
 - Student leave and absence Policies (e.g. Absence for Faith or Conscience policy, student medical leave of absence policy, etc.)

RELEVANT LAWS AND OTHER RELATED INFORMATION

[SBCTC Policy Manual Chapter 5.30.10](#)

[EvCC3020: AMERICANS WITH DISABILITIES ACT POLICY](#)

[EvCC6900: STUDENT MEDICAL LEAVE OF ABSENCE POLICY](#)

[EvCC6900P: STUDENT MEDICAL LEAVE OF ABSENCE PROCEDURE](#)

[EvCC6090P: ACADEMIC AFFAIRS GRIEVANCE PROCEDURES](#)

[EvCC3310P: FAITH AND CONSCIENCE LEAVE PROCEDURE](#)

[EvCC3090: TITLE IX POLICY](#)

[EvCC3090P: TITLE IX PROCEDURE](#)

[EvCC3091: DISCRIMINATION AND HARASSMENT POLICY](#) [EVCC3091P: DISCRIMINATION AND HARASSMENT PROCEDURE](#) [EvCC6040: EVERETT](#)

[COMMUNITY COLLEGE CIVILITY STATEMENT](#)

[Official Nondiscrimination Statement](#) (English and Spanish)

[Student Rights and Responsibilities](#)

APPROVED BY

Board of Trustees

VP Staff

EvCC Instructional Council

REVISION HISTORY

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