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Syllabus Guide

Whether this is your first time creating a syllabus or you’re a seasoned pro who just wants a few pointers for updating an existing syllabus, this guide is designed to help you through the process from start to finish. We’ll explain what you should include, why you should include it, and give you some tips to make your syllabus more useful for you and your students. Let’s get started!

# Course Information

The first section of your syllabus should cover the basics: include your course number and course title, class meeting times, and credit hours. This is also where you will include your name and how students can contact you (office number/hours, phone, email, website, and mailbox location). It’s important to keep this information front and center, allowing students to know when, where, and how to contact you at a glance.

## Course Description and Course Objectives

To get your course description, you’ll need to use Curricunet. Keep in mind that this section is not optional for any course offered here at College of DuPage and is mandated by the Higher Learning Commission, so it’s important to include this information to be in compliance. You need to make sure to **update this information each term**, as it can change.

1. Navigate to [**Curricunet**](http://www.curricunet.com/DuPage/). You do not need to log in to be able to access the active course file.
2. Click on **Course**.
3. Enter the COD **Course Number** (for example 1100 or 1101)
4. From the drop down menu, select the **Curricular Area**.
5. Click **OK**. You will then see the Course Search Results. There may be more than one. The most current version will be labeled \*\*Approved\*\*.
6. Once you’ve found the correct version, click **WR**. A new page will open with the information you’ll need.
7. Copy and paste the **Course Description** and **Course Objectives** under the appropriate headings in the syllabus template in Word.

## Required Materials, Texts, Supplies and Technology

In this section, you’ll list any books, materials, supplies, or technology that will be required to complete or participate in the course. Generally speaking, with regard to books, articles, and other published materials for the course, it’s best practice to include the full citation, the ISBN number, and where students can purchase or access the material. It can also be helpful to students to estimate the cost of these materials.

## Course Outline

Your course outline should include all the major topics the course will cover, laid out by course meeting/week. How you choose to organize this will depend largely on the content of your course, but students should be able to easily discern what will be covered in any given class session from this outline. If you aren’t sure about some activities, it’s okay to put TBD. Just having the spaces set up will help you and your students plan for the semester.

Don’t forget to include any holidays or breaks in your outline-- you’ll find them all on the [**Academic Calendar**](https://www.cod.edu/academics/calendar/).

## Methods of Evaluation

What will students be evaluated on in your course? List the assignments, papers, projects, tests, labs, quizzes, or exams you plan to base student grades on in this section as well as the corresponding due dates and points assigned. Remember, whatever tasks and assignments you include in your course should be aligned with the specified learning outcomes you have defined and specified earlier. Make sure to include information on how to submit assignments (via Blackboard, in class, in your mailbox, etc.) as well as your policy on late work and resubmissions.

## Grading Scale

This section is where you should lay out your grading scale, rubrics, or any other grading policies, so that students will know how grades are determined (especially when using weighted grades), what grades are possible, whether extra credit is available, the penalty for late or missed work, and what constitutes a passing grade for the course.

Learn more about the [**College’s grading policies**](https://www.cod.edu/registration/records/grading_info.aspx).

## Final Exam Date and Time

If your course has a final exam, you can find the date and time when it will occur according to the [**Final Exam Schedule**](https://www.cod.edu/academics/pdf/final_exam.pdf#search=final%20exams).

You can also include any information on the type of exam, what students will need to bring, and other pertinent information about the final in this section, if you choose.

# Course Policies

## Absence/Tardiness Policy

Absence and tardiness policies for courses at the College of DuPage are set by the instructor on a course-by-course basis, but whatever you choose as your policy, you should use this section to clearly lay out your expectations for students. Be specific about what constitutes an excused absence (and how to notify you), what is considered a tardy (does leaving early also count, for example), and how absences will impact student grades. If relevant to your course, you can also share your expectations for student participation in this section.

## Make-Up Policy

Sometimes things happen and students may need to miss a test or an exam. Here, you’ll explain how students can go about notifying you, when make-ups will take place, and the terms and conditions that apply to these makeup exams.

## Incomplete Policy

There is no college-wide policy on when incomplete grades can be given, so this policy is at your discretion. You will need to lay out what percentage of coursework must have been completed to receive an incomplete (some instructors require 70-75%) before an incomplete can be filed. Remember that incomplete grades are not included in GPA or credits earned and that students will need to complete the required course work with the following 12 months.

Learn more about the [**College’s process for incomplete grades**](https://www.cod.edu/catalog/current/pdf/2019-2021-academic-policies.pdf).

Not sure what to write? Here’s a very basic example statement: “It is expected that a student will complete all coursework by the end of the term/semester in which a course is taken. In cases where a student faces an unexpected circumstance that prohibits them from being able to complete final course requirements, they may request an Incomplete grade. Requests will be approved or denied on an individual basis and are at the discretion of the instructor. If you think you may need to request an Incomplete, contact your instructor as soon as possible.”

# College Policies

## Academic Integrity

Your participation in this class should reflect College of DuPage’s core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor’s policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College.

Learn more about the College of DuPage [**Academic Integrity policy**](https://cod.edu/dean-of-students/academic-integrity.aspx).

## Late Withdrawal Policy

Students wanting to withdraw after the deadline will need to submit the [**Late Withdrawal Appeal Form**](https://www.cod.edu/registration/pdf/late_withdrawal_appeal_form.pdf) to the [**Office of Student Registration**](https://www.cod.edu/registration/general_info.aspx).

Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a ‘W’ grades on their transcript. Late Withdrawal Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of Final Exams.

## ADA Statement

Your syllabus should include an ADA statement to ensure that any student knows where and how to get help that will help them succeed in your course. This verbiage comes directly from [**Access and Accommodations**](https://cod.edu/student_life/resources/access_accommodations/) and should be included as is.

## Student Rights and Responsibilities

The text for this section is taken directly from the most recent Course Catalog and should be left unaltered. It can be a good idea to review this information as an instructor, as well, so that you’ll know the basics of any college policies and procedures that you may encounter.

Access the [**full list of student rights and responsibilities**](https://cod.edu/catalog/current/pdf/2019-2021-student-services.pdf).

## Class Cancellation and College Closure Policy

We’ve provided some text to include on your syllabus with regard to class cancellations, but you should also include how much notice you plan to try to give students. Emergencies do happen and you may need to cancel class on short notice, but it’s a good idea to give students an idea of what to expect, even if that may not always be possible.

## Title IX

All college syllabi should contain a Title IX statement. We’ve provided the correct verbiage to use, which comes directly from the Dean of Students. It’s good to review this information as an instructor as well, as it provides guidance on your role as a mandated reporter. If you have any questions about this statement or your role in providing Title IX support, please contact the Dean of Students.

Learn more about Title IX and Sexual Harassment on the [**Dean of Students website**](https://cod.edu/dean-of-students/sexual-harassment.aspx).

# Resource Links for Printing

1. Curricunet: <http://www.curricunet.com/DuPage/>
2. Academic calendar: <https://www.cod.edu/academics/calendar/>
3. College of DuPage Grading Policies: <https://www.cod.edu/registration/records/grading_info.aspx>
4. Final Exam Schedule: <https://www.cod.edu/academics/pdf/final_exam.pdf#search=final%20exams>
5. Incomplete Process: <https://www.cod.edu/catalog/current/pdf/2019-2021-academic-policies.pdf>
6. Academic Integrity Policy: <https://cod.edu/dean-of-students/academic-integrity.aspx>
7. Late Withdrawal Form for Students: <https://www.cod.edu/registration/pdf/late_withdrawal_appeal_form.pdf>
8. Office of Student Registration - General Info: <https://www.cod.edu/registration/general_info.aspx>
9. Access and Accommodations - <https://cod.edu/student_life/resources/access_accommodations/>
10. Student Rights and Responsibilities: <https://cod.edu/catalog/current/pdf/2019-2021-student-services.pdf>
11. Dean of Students: <https://cod.edu/dean-of-students/sexual-harassment.aspx>