

Jefferson Community College

Syllabus Standard Policy

PURPOSE:

Jefferson Community College believes the primary purpose of a course syllabus is to inform students in a formal and timely manner of the nature and content of the course and the policies and procedures that apply. The syllabi of the faculty represent the formal contract of the course with the student. It is also used as the official course document by SUNY System Administration, the State Education Department, Middle States Commission on Higher Education, and the College governance committees.

DEFINITIONS:

Certain terms are used in this document with specific meanings, as defined in this section.

1. The “Master Course Syllabus Standard” is the principal document approved through the governance process established by the College faculty in the discipline. This overarching document provides required information and guidance to faculty in creating an individual Course Syllabus.
2. The “Instructor Course Syllabus” is the document prepared by individual faculty utilizing the guidelines of the Course Syllabus Standard. The Course Syllabus is used to communicate specific course requirements, expectations, and responsibilities to students enrolled in the course while also connecting student learning outcomes, course content and assessments, and instructor pedagogy. The Course Syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are especially important.
3. The “Course Syllabus Standard Template” is the document that contains all of the required components for Master Course Syllabus Standards and Instructor Course Syllabi. Additionally, this document outlines the order in which these items must be included on these documents.

STATEMENT OF POLICY:

1. The Curriculum Committee of the College Senate is responsible for the creation, periodic review, and revision of the Course Syllabus Standard Template. Changes to the Course Syllabus Standard Template must be approved by the College Senate.
2. Master Course Syllabus Standards must be reviewed by the College faculty in the discipline at least once every five years.
3. Every course must have a Master Course Syllabus Standard approved by the Curriculum Committee.
4. The current Master Course Syllabus Standard must be made publicly available in a digital format.
5. Each instructor will create an Instructor Course Syllabus for each course taught; this document must be made available to students no later than the starting date for the course.
6. The Vice President for Academic Affairs is responsible for overseeing this policy.

Board of Trustees

APPROVED: Res. 132-22, June 1, 2022