![CSN logo] CSN Policy		**Course Syllabus Policy**
Category: Faculty		**Effective Date: 05/23/2019**

MOST RECENT CHANGES

Version #3
1. Listed procedure for approving wording of new statements for syllabi.
2. Removed library workshop description.
3. Changed objectives/learning outcomes to student learning outcomes.
4. Moved policy statement to become part of procedure.

I.   POLICY PURPOSE

To provide uniform guidelines to faculty in the development of course syllabi.

II.   POLICY STATEMENT

The course syllabus communicates course information and defines expectations for students and faculty. A syllabus is required for every course.

III.   PROCEDURE

A. By the second class meeting, all course instructors, including part time faculty, will provide written or electronic course information (syllabi) to students. A copy of the syllabus for each course will be filed for six years with the Department Chair. Faculty members are encouraged to post syllabi to the Learning Management System.

B. Faculty members must include the minimum information below for each course.

1. Course information: title, catalog number, description, and prerequisites
2. Meeting times (days of the week and time of day) and location and/or online time expectations
3. Instructor information: instructor's name, office (room) number, mailbox location or sort code, office hours, telephone number, and email address, or as appropriate. Methods of communicating with student outside of the classroom
4. Student learning outcomes
5. Description of assessment methods, how grades are determined, and the grading scale
6. Required and recommended texts, including any items on reserve
7. Policies on late assignments and/or makeup work
8. Description of attendance policy
9. Statement that syllabus is subject to change as deemed appropriate by the instructor with advance notification
10. Tentative schedule for the semester
11. Reference to CSN Academic Integrity Policy
12. CSN Americans with Disabilities Act (ADA) statement and current CSN Disability Resource Center contact information
13. Reference to students' rights and responsibilities pertaining to CSN policies and services are found in the College Catalog and on the CSN website
14. Reference to CSN Libraries support
15. Required extra- or co-curricular activities if applicable
16. Statement of safety or risk assumption if applicable

17. Statement of additional fees if applicable
18. Instructor's policies on possibly objectionable materials if applicable
19. Description of additional information unique to the course or instructor

   C.   Any additional information or specific statements to be included in syllabi should be submitted to the Academic Standards Committee (ASC) for approval. Submissions should occur no later than one month before the end of the semester prior to implementation. ASC will maintain a webpage of approved wording.

IV.   AUTHORITY AND CROSS REFERENCE LINKS

N/A

V.   DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI.   SIGNATURES

Recommended by:

/s/ Darin Dockstader   05/22/2019
Faculty Senate Chair   Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley   05/22/2019
General Counsel   Date

Approved by:

/s/ Federico Zaragoza   05/23/2019
President   Date

VII.   ATTACHMENTS

- History

Attachment A: History

- Version 3
    - 05/23/2019: Approved by CSN President Federico Zaragoza

    - 05/20/2019: Reviewed by General Counsel

    - 05/10/2019: Recommended by Faculty Senate (D. Dockstader)

    - 04/05/2019: Submitted by Academic Standards Committee (J. Acree)

- Version 2

    - Policy rewritten into approved format

    - Addition of library policy statement and addition of vanity website to academic integrity policy link

- Version 1: New Policy
    - 10/24/2011: Approved by CSN President Michael Richards

    - 10/20/2011: Reviewed by General Counsel

    - 10/20/2011: Recommended by Faculty Senate (T. Sherman)