

toward a certificate may be applied from courses in which the student has elected a "Pass/No Pass" option.

Syllabus Checklist

All instructors should distribute their syllabus to students during the first day of class of each semester including summer. A copy of the syllabus should be submitted to the appropriate Dean and Division by the end of the first week of the semester. Syllabi are kept on file in the Division Office.

NOTE: The order and presentation of information is at the instructors' and divisions' discretion.

I. Essential Information:

- Instructor's name
- Office hours and location (full-time faculty and part-time faculty who have been assigned office space)
- Office phone number and/or District e-mail address
- Course title, number, and CRN (Course Record Number)
- Class meeting day(s) and time(s)
- Semester and year
- Class meeting location (building number/name and room number)
- Class units (e.g. 4 units)
- College Catalog course description
- Student Learning Outcomes:
These should match the SLOs on the Course Outline of Record (COR) for your course, which can be found on CurricUNET (Link: <http://www.curricunet.com/SMCCCD/>). Be sure to select the "active" version of your course to find the current SLOs.
NOTE: SLOs ON SYLLABI ARE REQUIRED BY ACCJC ACCREDITATION STANDARDS.
- Course prerequisites, co-requisites, and/or advisories
(see the COR on CurricUNET for this information)

REQUIRED NOTE: Include the following disclaimer:

Official information about course transferability and degree applicability is stated in the Skyline College Catalog.

Information about course transferability and degree applicability is updated on an annual basis. For the most current information about course transferability, consult a Skyline College counselor and/or ASSIST, the online transfer information database:

<http://www.assist.org/web-assist/welcome.html>

For the most current information regarding Associate Degree requirements, please consult a Skyline College counselor and/or the Skyline College Catalog:

<http://skylinecollege.edu/catalog/>

- Required textbooks, materials, and supplies
- Final exam date and time (see final exam schedule in the Class Schedule). Any changes to the scheduled final exam day or time must be approved by your dean.

Clear Grading Scales, Policies, and Evaluation Criteria

- Exams (points or percentage of grade)
- Quizzes (points or percentage of grade)
- Homework (points or percentage of grade)
- Writing assignments (points or percentage of grade)
- Class participation (points or percentage of grade and the specifics of how these will be awarded)
- Other graded work
- Grading scale for the final semester grade

TBA (To Be Arranged) – (If applicable)

- If your course has TBA hours included on the course outline, you must include the following information in your syllabus:
 - a. Statement that TBA hours are required of all students
 - b. Scheduled day(s) and times for completing the TBA
 - c. Location for completing the TBA hours
 - d. List of the assignments students must complete for TBA hours
 - e. Date by which students must commence work on TBA hours

NOTE: TBA INFORMATION, IF APPLICABLE, IS REQUIRED ON SYLLABI BY TITLE 5 OF THE CA CODE OF REGULATIONS.

Example:

In TBA hours, students' complete exercises in groups or individually that reinforce the lecture content of the current week. These exercises may involve problem solving, mini-labs, and short answer questions. Students are required to complete 16 hours by arrangement in the supervised environment of the Learning Center (5-5100). TBA assignments prepare students for completing their homework assignments and for taking exams.

Accommodations for Students with Disabilities

Include the following statement in your syllabus:

Reasonable accommodations will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the Disability Resource Center office (DRC) at (650) 738-4123.

Visit the DRC Website for more details -

<http://www.skylinecollege.edu/disabilityresources/index.php>

Academic Integrity/Honesty and Student Code of Conduct

See the Skyline College Catalog, "Student Rights and Responsibilities," for College policies.

II. Recommended Information:

A. Additional Course Information (optional)

- Units/topics to be covered and the estimated dates on which they will be covered
NOTE: The following disclaimer is recommended:
Course content and schedule are subject to reasonable change at the instructor's discretion.
- Reading assignments [chapter(s) and/or page numbers]
- Homework assignments and/or projects, and due dates
- Tentative exam dates, format, and time allowed
- Recommended textbooks, materials, and supplies
- Lab availability (computer labs, language labs, science labs, etc.)
- Available student support services and resources (e.g. Learning Center, Library, Counseling, Student Services, etc.) <http://skylinecollege.edu/catalog/studentresources/>
- Extra-credit assignments
- Warnings of potential pitfalls and advice/strategies for avoiding them
- Recommendations for staying on track

B. Additional Faculty Information (optional)

- Website
- Other contact information

C. Additional Important Dates (optional)

- Drop deadlines (see Class Schedule)
- Holidays (see Class Schedule)

D. Policy Statements (optional)

- Attendance (Note: You may not use attendance for grading)
- Withdrawing from the course (in line with College policies)
- Plagiarism
- Punctuality
- Late work

- Make-up policy for missed assignments, exams, etc.
- Homework
- Extra credit
- Use of computers, cell phones, PDAs, etc, in the classroom
- Classroom visitors (not allowed)
- Food and drink in the classroom
- Classroom safety/health
(See the Skyline College Public Safety website: <http://skylinecollege.edu/publicsafety>)
- Other behavioral issues that are important to you as the instructor

Curriculum Development

The following procedures apply to all curricular (program and course) changes, including additions, deletions and modifications:

- All proposals regarding programs or courses should be initiated at the department level and reviewed by department faculty in cooperation with the Division Dean.
- Faculty and Deans are responsible for review of all materials and initial articulation, if necessary, with other divisions or colleges about proposed new courses or course modifications.
- All forms and pertinent material related to a request for action on programs or courses should be submitted to the Office of the Vice President of Instruction. Deadlines for submission of curricular changes for each academic year will be issued by the Instruction Office.
- The Office of the Vice President of Instruction will submit curriculum additions, deletions and modifications to the Curriculum Committee for review and recommendation.
- The Curriculum Committee's recommendations are forwarded to the Vice President of Instruction and the Academic Senate President for concurrence and recommendation to the College President. New course recommendations are prepared by the Instruction Office and Senate President and submitted to the Board of Trustees for approval.
- Recommendations for new programs follow the same process as for new courses. Upon approval by the Curriculum Committee and the Board of Trustees, new programs are submitted to the State Chancellor's Office for review and approval.

All new course and modification of course requests are submitted through the online curriculum inventory system called CurricUNET. The system and instructions for use can be accessed through the Skyline College Curriculum Committee.

For more information, visit the Curriculum Committee website - <http://www.skylinecollege.edu/curriculumcommittee/index.php>