

Course Syllabi Guidelines

All course syllabi should clearly identify:

- Faculty name and office number
- Faculty contact information—office number and work email
- Office hours
- Course name, number, description, and classroom location
- Final examination day and time
- Student Learning Outcomes
- Required and Recommended Texts
- Course Requirements
 - Assignments
 - Detailed Grading Policy
 - Course Policies
 - Attendance Policy (**Note:** It is a violation of Title V to use "attendance" as a criterion for assignment or final grades; however, "participation" can be used as a criterion as long as it is clearly stated in the syllabus.)

IMPORTANT: COURSE SYLLABI POLICY STATEMENTS

If you do not already have policy statements regarding disability accommodations, plagiarism, and Title IX in your syllabus, please include them.

You may use the following as models:

- **Disability Accommodation Statement and a Note on Confidentiality:**

A disability policy statement can be written as follows:

"If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact The Disability Resource Center (DRC) for assistance. The DRC office is located in Bldg. 5, Room 303. (650) 306-3259; TDD (650) 306-3161."

A note on confidentiality—Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA). Please understand confidentiality and do not identify the person or their disability information to other students. *Taping Lecture:* Students who are unable to take or read notes have the right to tape record class lectures only for their personal study.

- **Course and College Policies on Academic Integrity (Cheating and Plagiarism):**

The academic dishonesty (cheating/plagiarism) policy statement can be written as follows:

"Any act which gains or is intended to gain an unfair academic advantage or which compromises the integrity of the academic standards of the college may be considered an act of academic dishonesty. Cheating and Plagiarism are violations of the Academic Integrity Policy and the [Student Code of Conduct](#) and will result in appropriate disciplinary action."

NOTE: Visit <https://canadacollege.edu/policies/academicintegrity.php> for Academic Integrity

Academic Integrity Faculty Resources:

- [Academic Integrity Policy Short Version.pdf](#)
- [Academic Integrity Syllabus Guidelines.pdf](#)
- [Academic Integrity Violation Form.pdf](#)

- **Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault:**

A statement addressing sexual misconduct, harassment, and assault can be written as follows:

"We are committed to maintaining a safe and caring college environment at Cañada College, College of San Mateo, and Skyline College. Cañada college does not tolerate sexual harassment or

sexual misconduct, including (but not limited to) sexual assault, sexual coercion, dating violence, domestic violence, stalking, cyber-stalking, retaliation, discrimination based on gender and hate crimes based on gender. If you have experienced or would like to report sexual harassment/misconduct, please click on the following link:

[https://smccdadvocate.symplicity.com/titleix_report/index.php/pid794054.](https://smccdadvocate.symplicity.com/titleix_report/index.php/pid794054)”

For more information, please visit [http://smccd.edu/titleix/.](http://smccd.edu/titleix/)”