

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 3.09

TITLE: COURSE POLICY STATEMENT (SYLLABUS)

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

All faculty who teach college and career credit courses, both full-time and adjunct, will provide each student in his/her class with a syllabus (course policy statement) on the first day that the student is in the class, in accordance with the following provisions:

- A. The syllabus will consist of, but not necessarily be limited to:
1. A description of the course and student learning outcomes content
 2. Instructor's grading/evaluation policy
 3. Instructor's class attendance policy
 4. When applicable, provide information on state requirements for general education
 5. Cheating/plagiarism policy
 6. Policies on visitors in the classroom and religious holiday observance
 7. Students with disabilities procedures

These will be strictly adhered to by the instructor for the entire term.

- B. The course description in the College Catalog, together with the approved course syllabus and student learning outcomes, constitute an agreement between the College and the student.
- C. The instructor will address all such student learning outcomes within the span of the course.

HISTORY: Last Reviewed 11/5/19

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 6/27/12, 11/5/19

Revised: 11/28/09, 1/28/09, 9/23/09