

## CCBC Syllabus Policy

- Shall be distributed to students on the first day of class or posted on the faculty's webpage or course webpage,
- Shall be placed on file with the appropriate School at the same time, and
- Shall include material in this document, which constitutes a minimum requirement of the information which should be provided to every student in a syllabus. However, an instructor is free to include such additional material as may be thought necessary or valuable to the conduct of the course
- Shall use the following template:

### (Heading)

**CCBC, Campus Location  
Course, Title and Number**

**Academic School  
Section Designation**

#### **I. Basic Course Information**

- A. Instructor's name
- B. Semester/term and year
- C. Instructor's office room number
- D. Instructor's contact information (phone number(s) and email address(es))
- E. Department or School phone number
- F. Instructor's office hours
- G. Pre-requisites and/or co-requisites

#### **II. Course Goals**

- A. Learning outcomes as listed on the official common course outline
- B. Objectives as listed on the official common course outline
- C. Rationale (instructor's statement relating course content to student's personal and academic growth, etc.)

#### **III. Evaluation**

- A. Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.)
- B. Instructor's grading policy
- C. Instructor's attendance policy

#### **IV. Course Procedures**

- A. Materials (texts, equipment and supplies)
- B. Special procedures (includes policies regarding classroom behavior, style of written assignments, retention of papers, compiling of portfolios, availability of support services, etc.)
- C. Tentative list of dated assignments (critical dates should be highlighted)
- D. Instructors may include other items such as CCBC's Writing Policy, CCBC Code of Conduct related to Academic Integrity, Inclement Weather, Religious Holidays, etc.
- E. Services for Student with Disabilities

CCBC is committed to providing equal access to educational opportunities for all students by arranging support services and reasonable accommodations for students with disabilities. A student with a disability may contact the appropriate campus office for an appointment to discuss reasonable accommodations. An appointment must be scheduled within a time period which allows staff adequate time to respond to the special needs of the student. The student must provide the appropriate office with proper documentation supporting the need for reasonable accommodations.

For more information, contact:

CCBC Catonsville  
410-455-6946 or  
410-455-4163 (TTY)

CCBC Dundalk  
410-285-9808 or  
410-285-9529 (TTY)

CCBC Essex  
410-780-6741 or  
410-238-4601 (TTY)