

#  [Course Name, Number, and Section] Syllabus

## General Information

### Faculty Name

Name, Credentials, Current Rank

### Contact Information and Availability

Preferred method of contact

Office Location

Office Hours

Phone

GRCC E-mail Address

## Course Information

### Course Title, Course Abbreviation, and Number

Semester and Year (Start Date to End Date)

Number of Credit Hours

Course Delivery Mode

Time

Place

Academic Department or Program

### Course Description

(from Curriculum Document and GRCC Catalog)

Prerequisite

### Student Learning Outcomes

Use Course Outcomes from the Curriculum Document

### Required Materials

Textbook including ISBN, course packs, other supplies

### Course-Specific Requirements

Background check, off-campus trips, etc.

### Assignments

Insert brief descriptions here (full details of assignments can be provided by other means)

### Course Topics/Units

Insert brief overview here (see Curriculum Document for outline; full schedule can be provided by other means)

## Grading Information

### Grading Procedures

Assessment breakdown, including Assignments, Point Values, Percentage of Total Grade

Example: 25% Quizzes, 75% Papers

### Grading Policies

How final grade is calculated (e.g. 75% = C)

Note any special treatment of grades (e.g. lowest quiz score dropped).

## Policy Information

### Late Assignment Policy

Insert text here

### Course Attendance Policy

Insert text here

**Reporting of Student Non-Attendance and Withdrawal**

When a student has not attended a course within a 14 calendar day period in accordance with the class attendance policy, this absence is recorded in the college’s grading system. This would initiate a withdrawal of the student from said class. Students must understand that they are responsible for classwork missed during an absence, doing any extra work that may be required to replace in-class activities, and that missing class will impact student learning and may negatively impact grades. Each faculty member’s attendance policy, as stated in the course syllabus, is the final authority on any academic consequences associated with missing a class.

College [Attendance Policy](https://www.grcc.edu/sites/default/files/Policies/8-8_attendance_2023-08_ada.pdf)

### Academic Honesty Policy

Insert text here

### Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Blackboard Announcement, or through GRCC e-mail.

## Grand Rapids Community College Policies

[GRCC policies](https://www.grcc.edu/faculty-staff/general-counsel/policies) can be found online and provide you guidance on your rights and responsibilities as a student in this course and at GRCC. The links below take you directly to a specific policy. Should you have any questions about a policy, please do not hesitate to contact me using the information at the top of the syllabus.

### Student E-Mail Policy

GRCC students are required to adhere to the [Student e-Mail Policy](https://www.grcc.edu/sites/default/files/Policies/policy_8-7_student_email_8-2021_ada.pdf).

### Student Code of Conduct

You are held accountable to the [Student Code of Conduct](http://www.grcc.edu/studentconduct/studentcodeofconduct), which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct.

### Title IX Reporting

GRCC prohibits sex discrimination in any education program or activity that it operates. If you or another student have experienced sexual harassment, sexual assault, stalking, dating/domestic violence, or any form of sex discrimination, you can make a complaint or report a suspected violation of our [Title IX Policy](https://www.grcc.edu/sites/default/files/Policies/policy_6-5-sexualharassment_9-15-2021_ada_0.pdf) directly to our Title IX Coordinator at (616) 234-4999 or titleix@grcc.edu. The Title IX Coordinator can help communicate with faculty, connect you to resources, and discuss other options. You may also report the issue to your faculty member(s), who is required to notify the Title IX Coordinator, or you may make an appointment to speak confidentially to Counseling and Career Development by calling (616) 234-4130.

Additional information regarding prohibited discrimination at GRCC is contained in our [Notice of Nondiscrimination](https://www.grcc.edu/faculty-staff/general-counsel/how-we-help-you-your-rights/genderbased-discrimination/title-ix/notice-nondiscrimination).

### Extenuating Circumstances Recommended Statements

Until further notice, GRCC students must adhere to the prevailing [COVID-19 Campus Protocols](https://www.grcc.edu/coronavirus-information/covid19-campus-protocols). (Faculty may need to update this portion of the syllabus if other extenuating circumstances emerge.)

## Grand Rapids Community College Resources

### Student Resources

[Student Resources](https://www.grcc.edu/students/student-life-conduct/get-help) include support for mental health, food, housing, and/or financial assistance.

### Information Technology Student Support

[Information Technology Student Support | Grand Rapids Community College](https://www.grcc.edu/faculty-staff/information-technology/customer-support/student-help). Students seeking help with logins or other technology related issues, should contact Information Technology.

### GRCC IT Status

[GRCC IT Status (statushub.io)](https://grccstatus.statushub.io/). This link will provide you with current information regarding disruptions and outages.

### Disability Support Services

If you need an accommodation for a disability, contact [Disability Support Services](http://www.grcc.edu/dss) in Room 368 of the Student Center or at (616) 234-4140 to discuss disability documentation and how to register.

### Campus Safety

The GRCC Police Department can be reached on any campus phone by pressing the button labeled "GRCC Police" or by dialing 4911. When using a cell phone or an off-campus landline for emergencies, call (616) 234-4911. For non-emergencies call (616} 234-4910. For any off campus emergency dial 911.

### Academic Support and Tutoring Services

[Academic Support & Tutoring Services | Grand Rapids Community College](https://www.grcc.edu/students/academic-support-tutoring-services). All GRCC students are eligible for free tutoring services. To learn more, follow the link.