

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Syllabus and Course Outlines



Policy #:	CVCC0133
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Syllabus and Course Outlines

Each faculty member, either full-time or adjunct, is required to present a syllabus to the respective Associate Vice President's office for each course offered by Central Virginia Community College. The syllabus needs to contain the following information:

1. Course Title, number, prerequisites (if any), credit/contact hours, and course description
2. Instructor's name, office room number, office telephone number, college e-mail address, and office hours as posted
3. Textbook(s) and or supplementary books and materials (Append a bibliography if needed)
4. Attendance policy and policy for missing assignments
5. Grading scale and procedures
6. Statements on safety where applicable
7. General course goals
8. Common student learning outcomes established for the course
9. A list of topics which will be covered during the course
10. A list of assignments students will be expected to complete during the course
11. The current ADA statement from the college
12. Student engagement (office) hours, including location, time, and modality.

As a suggestion, faculty members may also want to include a statement that dates in the syllabus are subject to change at the discretion of the instructor.