

Policy No. 2-14

Subject: Syllabus

Last Revised: 07/11/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Academic Deans	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to develop and publish a syllabus for each section of each course. Each syllabus will contain essential information for students, including, but not limited to the following: course learning outcomes, required educational materials, grading criteria, and directions for communication with the faculty.

II. PERTINENT INFORMATION

- A. To conform with best practices, each course section has a syllabus with pertinent information developed by instructional faculty and provided to students at the beginning of a term.
- B. In addition to the minimum required information, faculty should also consider and include any information that may be relevant to a student's success in the course.

III. DEFINITIONS

- A. Syllabus: a formal document that outlines the specific details of a particular academic course or subject.

IV. GENERAL GUIDELINES

- A. The course description, course objectives, and learning outcomes for each course shall be taken directly from the Virginia Community College System (VCCS) Master Course File.
- B. Faculty members are required to use the VHCC Syllabus Template provided by the Division Dean.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VCCS Master Course File
- B. VHCC Syllabus Template

VII. OPERATING REQUIREMENTS

- A. The following information must be included in a syllabus for each class section:
 - 1. Instructor contact information to include
 - a. instructors name,
 - b. office location and hours,
 - c. email and phone number,
 - d. and best way to contact instructor.
 - 2. Course information to include the following:
 - a. course name and number,
 - b. course description,
 - c. course objectives,
 - d. required course materials,
 - e. teaching methods,
 - f. grading criteria,
 - g. course policies,
 - h. course schedule,
 - i. statement regarding disability services/accommodations,
 - j. minimum participation standards for the course,
 - k. any required activities beyond the published schedule of the course, and
 - l. a statement that policies and guidelines are subject to change. See VHCC Syllabus Template.
- B. Any changes to the syllabus during the course of a semester for which it applies must be approved by the division dean.
- C. Any changes to the syllabus must be communicated to the students in writing.