

SYLLABI REQUIREMENTS

A course syllabus represents a contract between the instructor and the student. Students rely on the course syllabus as their guide; therefore, the syllabus should state clearly (1) the student's academic responsibilities and requirements, (2) the instructor's disciplinary procedure for student academic dishonesty, and (3) the College's statement on reasonable accommodations for students with disabilities.

If a conflict occurs between a student and a faculty member, the Division Dean and/or VPAA will try to resolve the issue by examining the guidelines defined on the syllabus.

For each course taught, a printed syllabus must be developed and distributed to the students on the first class meeting. A copy of the syllabus should be provided to the Office of the Division Dean prior to the first class meeting. At a minimum, the syllabus will include the following:

- Course description (from catalog)
- Textbook requirements
- Class objectives
- Topics/chapters to be covered
- Attendance/Absence policy
- Grading policy
- Last day to drop without academic penalty
- Examinations, including individual weight
- Extra class assignments
- For computer classes:
 - (1) List computer lab hours and
 - (2) include a statement prohibiting the printing of non-class assignments in the classroom.
- Email address and/or telephone number of faculty
- A prohibition of drinks and food in the classroom
- The following disability statement:

"In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the office of the Disability Services before academic accommodations can be implemented."

- Statement of instructor's disciplinary procedure for student academic dishonesty

The Student Handbook outlines authorized penalties that an instructor can pursue for student academic dishonesty. Please review information about Darton College's Academic Honor Code at <http://www.darton.edu/HonorCode>.

- Writing Across the Curriculum

One way to ensure that students are exposed to writing throughout their college experience is to incorporate **Writing Across the Curriculum** as a required component in each course:

<http://www.darton.edu/catalog/catalogs/2011-2012/files/047-060.pdf>

- The following Alcohol and Drug Policy:

Darton College's Alcohol and Drug Policy

Darton College is in compliance with the US Department of Education's Drug Free Schools and Community Act Part 86. Please review information about Darton College's alcohol and drug abuse policy and sanctions, available community resources, and associated health risks at http://www.darton.edu/current/stu_aff/counseling.php.