

SECTION: Instructional
SUBJECT: Class Syllabi / Final Examinations
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: J/1.3

Class Syllabi

For each course taught, each instructor must provide a syllabus whether hardcopy or electronic version to each student enrolled in the classes taught by the instructor.

A syllabus (1) must include all the details necessary for each student to know the full range of requirements in a class; (2) must include an outline that gives the class activities for each class session; and (3) must follow the OFFICIAL SYLLABUS MODEL and incorporate the content from the state-wide syllabus when available for the particular course, a copy of which can be obtained from the academic director/division chairperson (*See Form J/1.3-A*); (4) The following statement is to be included in all syllabi:

It is illegal to download music through the College computer network system. Students who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts. Additionally, Gadsden State Community College "Policies on Computer Use and Internet Access" published in the College Catalog and Student Handbook states the following: "Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal right and privacy must always be demonstrated."

Each semester, a complete copy of each syllabus must be filed with the academic director/division chairperson.

Final Examinations

Final examinations must be given according to the examination schedule. If an individual student needs to take a final examination early or late, approval of the instructor is required. If it is necessary for an instructor to give a final examination early or late for an entire class, approval of the academic director/division chairperson and Dean of Instructional Services or Dean of Technical Programs, as appropriate, is required.