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**Revision Responsibility:** Associate Vice President for Faculty, Curriculum, & Programs  
**Responsible Executive Officer:** Vice President for Academic Affairs

**Source/Reference:** [TBR Guideline P-080](#)  
[Columbia State Policy 02:18:00](#)

## **PURPOSE**

To establish the institutional requirements relative to course syllabi.

## **POLICY**

- I. All faculty teaching a course will be provided a copy of the course description and course outline as approved by the Curriculum Committee.
- II. Revisions to the content required to maintain course currency are the responsibility of the full-time faculty in the discipline.
- III. During the first week of classes, all faculty must provide every student in their classes with a current course syllabus in an accessible format (effective Fall 2016 semester). Each syllabus must include, as a minimum, the following information:
  - Faculty name, office location, phone number, and email address.
  - Preferred method to contact the instructor (email, voicemail, etc.).
  - Division office contact information and an explanation that division office personnel are able to provide information about regular faculty office hours and assist with contacting instructors.
  - Course number and description (must match the catalog description).
  - Course purpose with student learning outcomes (must include minimum outcomes from TBR common curriculum libraries, if applicable).
  - Course attendance policy and procedures for making up class work covered or assigned during an absence.
  - The official last day to drop the course.
  - The final exam date/time.
  - Detailed textbook information (including required/optional).
  - Grading/evaluation policies.
  - Other class requirements (term papers, projects, etc.).
  - Inclement weather policy guidelines refer students to the Columbia State website and inclement weather line 931-540-2515. If applicable, explain how late openings will impact the class/lab/clinical assignment. Emphasize that students are individually responsible for

decisions regarding travel safety, and include reasonable arrangements available, regarding makeup assignments/work for students who notify faculty in advance of an expected absence due to inclement weather.

- Inform students of the mechanism to be used whenever possible in the event of anticipated or unexpected instructor absence.

Each syllabus is also required to include the following statements:

- Statement explaining that students should follow the faculty member's instructions in the event of an emergency:  
*Columbia State Emergency Procedures are posted in each classroom. In emergency situations follow instructions provided by faculty. Do not stop to collect belongings if told to evacuate the building or classroom. Should the building be evacuated, proceed immediately to the designated area. Faculty are responsible for checking attendance following an evacuation to determine that all students are accounted for.*
- Statement from TBR General Counsel to reduce exposure to breach of contract liability:  
*This syllabus sets forth the expectations for the course content, work, and grading, as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.*
- Statement providing information about suicide prevention resources:  
*Columbia State is committed to and cares about all students. Support services are available for any person at Columbia State who is experiencing feelings of: being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Lifeline Number at 1-800-273-TALK (8255) or Text "TN" to 741741 or the Trevor Lifeline at 1-866-488-7386. Veterans may also wish to contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.*
- Statement regarding inclusion of High Impact Practices (HIPs) in applicable courses:  
*High Impact Practices (HIPs): This course may include one or more requirements/ assignments identified by Columbia State as High Impact Practices (HIP). The HIP experience(s) in the class are designed to engage students in work-based learning (30 or more hours), first-year experience, honors, technology enhanced learning, learning communities (enrolled in multiple courses together or grouped by shared traits), service learning (10 or more hours), certification (inclusion or eligibility), study abroad, and/or undergraduate research. These experiences involve valuable practices known to contribute to student success and satisfaction: student-faculty interaction, active & collaborative learning, support in the campus environment, enriching educational experiences, and challenging academics. Research indicates embedding*

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*these HIPs in courses, influences students' likelihood of staying enrolled and completing educational goals!*

- Statement concerning the College's instructional recording policy.  
*Recording of learning activities is allowed only with faculty permission and is to be used for educational purposes by individual students. When recording is permitted, all students should be aware that voices/images may be captured during the process. No portion of instructional recordings may be reproduced or published by students.*
- Statement of Remote Test Proctoring Requirement in applicable courses:  
*Some or all graded assessments required in this class will be offered in a remote testing environment. As part of a test proctoring designed to help ensure the integrity of each student's testing environment, a student may be asked to conduct a video room scan of the location from which they are taking the test. By choosing to remain enrolled in this section of Course Rubric, Number, and Section, registered students consent to the scan as a condition of participating in the class and taking the assessment. Students who choose to not facilitate a video scan of their testing environment as directed will not be able to take the test and may receive a failing grade. Students that do not want to permit a video scan of their testing environment prior to any test should consider selecting another section of the course that permits live on ground testing in a classroom or in the College's Testing Center.*
- Statement for merged classes, when applicable:  
*This course (Rubric, Number, and Section) is merged with another course (Rubric, Number, and Section) in Online Campus. Students should be aware that any information posted in the discussion or chat will be visible to both classes.*
  - *Statement for classes offered simultaneously, when applicable*  
*This course (Rubric, Number, and Section) is taught simultaneously with (Rubric, Number, and Section). Students may be heard and seen by students in both classes. Class chat and discussion may not be private.*
- Expectations regarding availability of valid student ID.  
*Columbia State students are expected to be able to produce a valid student ID upon request by faculty/staff/employees.*
- In courses/programs where applicable, inform students of expectations relative to internet/social media use.  
*Program/institutional expectations for professionalism, confidentiality, and mutual respect extend to Internet and social networking settings. Discipline and grade consequences may be applicable to inappropriate "virtual" behavior.*
- The ADA standing committee has adopted the following statement for faculty use in syllabi:  
*In compliance with the Americans with Disabilities Act, students are encouraged to register with the Disability Resource Center for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability.*

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*Students requesting special accommodation are (strongly) encouraged to contact the Disability Resource Center at the beginning of the semester.*

- Procedures for Discrimination and Harassment Complaints and Investigation using this statement:

*TBR Guideline P-080 – Discrimination and Harassment Complaint and Investigation Procedure: This Tennessee Board of Regents guideline provides for investigation and resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex or sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. Any student or employee who believes s/he has been subjected to, or is aware of, discrimination or harassment, should use the procedure for reporting and resolution of discrimination or harassment complaints. Students and employees are required to be knowledgeable of policies and guidelines, report suspected violations to the Director of Human Resources, and cooperate with investigations. Employees or students found to have violated this Guideline are subject to disciplinary action including dismissal, termination, or other appropriate sanction. A link to this guideline and a complaint form is on myChargerNet (myCN).*

The following statements are recommended but optional:

- Sample statements for expectations for DVC and online courses are included in the Distance Education handbook. Based on instructional method, the instructor should explain special conduct expectations during syllabus review or course orientation meeting.
- Cheating and fabrication are examples of academic dishonesty and a lack of integrity and will not be tolerated. Cheating or fabrication by students related to any academic exercise, assignment, evaluation, documentation, or assessment may result in a failing grade for the assignment or the entire course. Fabrication includes, but is not limited to, falsifying or inventing information. Cheating includes, but is not limited to, the use of unauthorized materials or aids, borrowing from the work of others, or allowing another to borrow work for assignments intended to be completed independently.
- Plagiarism is cheating. Working collaboratively with other students or student tutors is acceptable; however, all writing or other assignments or tests for this class must represent the student's own thought, research, and self-expression. If a student cannot discuss or satisfactorily explain the work, the work may be viewed as plagiarized. A student who submits work as original but has borrowed ideas, organization, wording or other elements from another source without appropriate acknowledgment has plagiarized from that author. Plagiarism is a serious offense resulting in a failing grade for the assignment or the entire course depending upon the intent and severity of the offence, i.e. carelessness in citing source(s) or deliberate copying from another source without acknowledging the source.

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## **PROCEDURES**

- I. Copies of the most recent course descriptions/outlines for all courses will be maintained in the Division Office.
- II. The Division Dean , or designee, will ensure that each faculty member teaching a course(s) is provided with the most recent version of the course content. They will also provide faculty members teaching the course for the first time with a sample syllabus.
- III. Faculty will submit to their Division Office each semester a current course syllabus for each course section they teach.

*Revised: December 1988; July 28, 1997 (title updates only); June 21, 2000 (new policy format and to specify minimum requirements); September 16, 2002 (added ADA statement under Section III of the policy); March 8, 2004 (added statement regarding emergency procedures to Section III of the policy); March 22, 2011 (updated titles; add statements for Internet Security, Instructional Recording; ID Availability, Emergency Procedures, Inclement Weather, and mechanisms of student access to faculty office hours); September 8, 2011(new policy format and updated titles); July 21, 2014 (added Procedures for Discrimination and Harassment Complaints and Investigation); February 25, 2016 (added accessibility requirement); Revised, reviewed/accepted by Cabinet, approved/signed by the President August 2020; Revised, reviewed/accepted by Cabinet, approved/signed by the President January 23, 2023*