

ADMINISTRATIVE PROCEDURE MANUAL		
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## Purpose

The purpose of this procedure is to ensure instructional consistency by identifying the necessary components within the Official Course Description, Official Course Outline and Course Syllabus.


## Procedure

### A. Official Course Description

1. Each course in the curriculum shall have an approved course description maintained by the Curriculum Services Office.

### B. Official Course Outline


1. Each course in the curriculum shall have an official topical course outline that is approved through the curriculum process and thereafter maintained in the Curriculum Services Office. Official course outlines shall be reviewed by the respective discipline or program committee on a three (3)-to-five (5)-year cycle and shall be updated as necessary. The committee shall consist of a representative group of faculty. Full-time faculty may initiate a review and revision of the official course outline at any time. Revisions to official course outlines shall be approved through the College's curriculum process. Exceptions to this review and revision cycle process may be made for courses whose content is defined by the Florida Department of Education, the Florida Legislature, or an accrediting agency.
2. Standard Elements on the Official Course Outline:
  - a. Effective Term
  - b. End Term
  - c. Course Prefix and Number
  - d. Course Title
  - e. Catalog Course description- Official description in the College's curriculum systems (i.e., the college catalog, the ERP course catalog, and an online document management platform such as SharePoint) and the Statewide Course Numbering System.
  - f. Credit Hours (for college-credit courses) or Clock Hours (for career certificate courses)
  - g. Contact Hours
  - h. Contact Hour Breakdown or course Components
    - i. Lecture/Discussion:
    - ii. Laboratory
    - iii. Other \_\_\_\_\_
  - i. Faculty Workload Units
  - j. Standard Class Size Allocation
  - k. Course Type (i.e., associate in arts, associate in science, technical certificate, career certificate, etc.)

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- l. Enrollment Requirements (i.e., prerequisites and/or corequisites)
  - m. Conditional Requirement (i.e., enrollment criteria not related to the course prefixes and numbers)
  - n. Suggested Resources- (A list of the suggested resources for the course, the publisher, and latest edition)
  - o. Learning Outcomes and Assessments
  - p. Course Topics – (to include approximate number of course contact hours recommended for each major topic)
    - i. The course topics should be listed as clearly as possible and should reflect the catalog course description.
    - ii. The topics should be listed in a suggested order.
    - iii. The course topics should align with the learning outcomes.
  - q. Names of faculty member(s) completing the review and the Review Date of the Outline
3. Course content shall be taught according to the course description and shall be consistent with the official course outline as approved through the College’s curriculum process.

### C. Course Syllabus

1. Each faculty member shall develop and maintain a syllabus for each class taught. The syllabus should reflect the official course description and content as approved through the College’s curriculum process. The syllabus should also include all College-required syllabus components. Every term/session, faculty members shall prepare a copy of the syllabus for each class taught. The syllabus should be available for the faculty’s supervisor to review at least two (2) weeks before the first class meeting, whenever practicable. The syllabus shall be developed and submitted in a digital format, displaying information in the specific sequence defined in section C.4. below.
2. Faculty members shall publish syllabi with the required components in the approved online syllabus platform.
3. Supervisors shall be responsible for reviewing course syllabi to ascertain consistency with the official course descriptions, learning outcomes and the major topics contained in the official course outlines. Supervisors are also responsible for determining if all required syllabi components have been included in the prescribed sequence, and if expected high standards of quality are met.
  - a. Per State Board of Education Rule 6A-14.092, on Textbook and Course Material Affordability and Transparency, the syllabus for each section of a **general education** core course should be published at least forty-five days before the first day of class for each term.
  - b. For all syllabi, faculty members are responsible regardless of delivery modality for making their syllabi available to students electronically within the course no later than the end of the

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first week of the instructional session. Faculty should advise students that the syllabus is also available in the class schedule section of the student portal and through the online syllabus platform. Faculty must also alert students when updates and/or corrections to a syllabus are made.

- c. Supervisors shall notify a faculty member before the first day of the session, if practicable, but no later than the second week of an instructional session, if a syllabus as submitted does not meet requirements. Faculty members must correct all deficiencies, resubmit the syllabus to the supervisor and disseminate the corrected syllabus within a reasonable time.

#### 4. Required Syllabus Components:

- a. Course Title
- b. Course Prefix and Number, Class Number, Term/Session, Year
- c. Instructor
- d. Contact Information for Instructor:
  - i. Office Location
  - ii. Office Hours
  - iii. Office or Department Phone Number
  - iv. College E-mail Address \*
- e. Description of Course \*
  - i. Course Prerequisites and/or Co-requisites for the course if applicable \*
- f. Instructional materials- texts, consumable materials, courseware and other resources
- g. Student Technology Requirements:
  - i. Equipment
  - ii. Software and/or courseware
  - iii. Other resources
- h. Statement about Accommodations for Students with a Documented Disability \*
  - i. Instructor Expectations – (may include classroom management items):
  - ii. Policy on electronic devices \*
  - iii. Attendance Policy
- i. Important Dates for the Instructional Section Last date to drop without a W (withdrawal) grade
  - i. Withdrawal deadline
- j. Learning Outcomes and Competencies:
  - i. Course learning outcomes
  - ii. General education competencies (as applicable)
- k. Special Assignments (if applicable) (i.e., field trips, attendance at or participation in community events, service learning)
- l. Grading System and Assessment of Student Learning and Performance (shall include all student responsibilities impacting grade):
  - i. Grading scale and criteria
  - ii. Late work and make-up policy
  - iii. Incomplete (I) grade policy \*

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- m. Academic Honesty Policy \*
  - n. Tentative Calendar of Activities (Based on the official course outline, the tentative calendar of activities should include the due dates for class activities, assignments and assessments. The calendar of activities is subject to change by the instructor.)
- \* Elements that are automatically populated within the syllabus by the College's online syllabus platform.

REFERENCES: F.S. 1001.64, 1001.65 SBE Rule 6A-14.092

Adopted Date: May 1, 1981  
Revision Date: October 4, 1983, July 5, 1985, July 14, 1986, June 21, 2005, September 13, 2011, November 4, 2014, February 3, 2015, April 10, 2024