

# SYLLABUS STANDARDS FOR CREDIT COURSES

The syllabus is a document that contains information students need to know to be successful in the class, including class-specific information as well as college policies that may have an impact on a student's ability to participate in the class. The instructor is encouraged to personalize the syllabus since it sets the tone for the class. A syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are especially important.

Instructors shall make a syllabus available to students at the beginning of the term for each class that they are teaching.

Instructors are encouraged to make the syllabus available before the term begins to enable students to make informed registration decisions. The syllabus must be shared with the appropriate administrator's office no later than the end of the first week of the class.

Required and suggested syllabus items are listed below.

**Syllabus Formatting:** It is the responsibility of faculty to create accessible documents [<http://www.pcc.edu/access>] in order to meet PCC's legal responsibilities under the Americans with Disabilities Act as outlined in the General Use and Responsibilities section of the Accessible Technology Policy [[www.pcc.edu/about/policy/accessible-technology.html](http://www.pcc.edu/about/policy/accessible-technology.html)].

## REQUIRED CONTENT

- College name
- Instructor name, office location, availability, phone number, and PCC email address
- Term and year
- Course title, course number, course credits, course description, course outcomes, and course prerequisites copied from the Course Content and Outcome Guide (CCOG) or a hyperlink to the CCOG
- Course Registration Number (CRN), meeting time, and meeting location (if applicable)
- Instructional materials (e.g., textbooks, supplies, equipment)
- Major assignments and due dates (e.g., exams, final, essays, projects)
- Instructor's grading criteria including attendance and make-up policies
- PCC Grading Guidelines [[www.pcc.edu/resources/student-records/grading/](http://www.pcc.edu/resources/student-records/grading/)]
- Drop/Withdraw deadlines [[www.pcc.edu/enroll/registration/dropping.html](http://www.pcc.edu/enroll/registration/dropping.html)]
- Accessibility and Accommodations statement  
*Sample statement:* PCC is committed to ensuring that classes are accessible. Disability Services [[www.pcc.edu/disability/](http://www.pcc.edu/disability/)] works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide in advance formal notification from Disability Services to the instructor.
- Title IX/Nondiscrimination statement must include at least the following text:  
PCC is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or [equity.inclusion@pcc.edu](mailto:equity.inclusion@pcc.edu).
- Student Rights and Responsibilities: A syllabus must include a link to the Student Rights and Responsibilities Handbook

[[www.pcc.edu/about/policy/student-rights/](http://www.pcc.edu/about/policy/student-rights/)] or a general statement like the sample below. It also may reference the individual policies separately; see examples in Suggested Content below.

*Sample statement:* The Student Rights and Responsibilities Handbook [[www.pcc.edu/about/policy/student-rights/](http://www.pcc.edu/about/policy/student-rights/)] establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work.

The Handbook includes items such as the Policy on Student Rights, and the Student Code of Conduct Policy and Procedures.

- Flexibility statement  
*Sample statement:* The instructor may revise the class calendar, modify content, and/or substitute assignments in response to institutional, weather, or class situations.
- Sanctuary College statement must include at least the following text:  
PCC is a sanctuary college. For more information and resources, see [www.pcc.edu/resources/undocumented-students/](http://www.pcc.edu/resources/undocumented-students/).

## SUGGESTED CONTENT

- Link to instructional website
- Link to PCC website [[www.pcc.edu](http://www.pcc.edu)]
- Tentative class calendar
- Instructional philosophy
- Campus Resources  
*Sample statement:* PCC offers a variety of resources to help you succeed in your classes and to enhance your college experience (e.g., jobs on campus, child care, student clubs, tutoring, writing centers, Multicultural Centers, Women's Resource Centers, Veterans Resource Centers, Queer Resource Centers, Dreamers Resource Center, emergency loans, food pantries, advising, counseling). You can access information about college resources and activities at [www.pcc.edu/student-life/](http://www.pcc.edu/student-life/).
- Information about PCC Libraries  
*Sample statement:* Each PCC campus has a library where students can access a variety of books (including some class textbooks on reserve), journals, videos, and other resources both through PCC's own collection and through loans from other colleges. The libraries also loan laptop computers, graphing calculators, and other technology. The libraries have computers, printers, and scanners for students to use and offer quiet and collaborative areas for studying, including study rooms that students can reserve. Librarians are available to help students with research – in person or by chat, email, text, or phone. Visit [www.pcc.edu/library/](http://www.pcc.edu/library/).
- Food and Housing Insecurity statement  
*Sample statement:* If you face challenges affording food or housing, this will naturally affect your classwork. PCC wants you to be successful and offers some resources that may help: Emergency Funds ([www.pcc.edu/enroll/paying-for-college/emergency-funds.html](http://www.pcc.edu/enroll/paying-for-college/emergency-funds.html)) and food pantries ([www.pcc.edu/student-leadership/services/free-resources/](http://www.pcc.edu/student-leadership/services/free-resources/)). You can also contact a campus Student Conduct and Retention Coordinator at [conductandcare@pcc.edu](mailto:conductandcare@pcc.edu).
- Statement encouraging students to communicate with their instructors  
*Sample statement:* If you experience challenges that might prevent you from succeeding in this class, please discuss available options with the instructor.
- Policy on Student Rights [[www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf](http://www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf)]
- Student Code of Conduct Policy and Procedures [[www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/)]
- Academic Integrity statement  
*Sample statement:* Dishonest activities such as cheating on exams and submitting or copying work done by others will result

in disciplinary actions including but not limited to receiving a failing grade. See the Student Code of Conduct Policy and Procedures [[www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/)] for further details.

- Children on PCC Properties policy [[www.pcc.edu/about/policy/student-rights/documents/children.pdf](http://www.pcc.edu/about/policy/student-rights/documents/children.pdf)]
- Statement regarding instructor's policy on mobile communication devices  
*Sample statement:* The use of portable communication devices during class is prohibited. Discuss exceptions with the instructor.  
*Sample statement:* Mobile devices such as cell phones and pagers must be powered down while class is in session. If you have special circumstances and need to leave your mobile device powered up, you must obtain permission from the instructor. If there is an emergency situation and you must use a mobile device during class time, please leave the classroom before accepting and/or conducting your call.  
*Sample statement:* Students are encouraged to have some form of mobile communication device capable of accessing the Internet.
- Statement regarding recording and distribution of class sessions  
*Sample statement:* Oregon state law and PCC policy permit students to record class sessions. Any such recording is for personal educational use only and may not be shared publicly. Sharing of recorded content is a violation of Oregon state law and of the Student Code of Conduct Policy and Procedures [[www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/)].  
*Sample statement:* Students who wish to make an auditory or visual recording of any portion of the class must inform the instructor in advance. Any such recording is for personal educational use only and may not be shared publicly. Sharing of recorded content is a violation of Oregon state law and of the Student Code of Conduct Policy and Procedures [[www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/)].
- Mandatory Reporting Requirement statement  
*Sample statement:* It is always my goal to keep information you share private but I am required by law to report to our Office of Equity and Inclusion all allegations of dating or domestic violence, child abuse or neglect, abuse of vulnerable populations, and/or credible threats of harm to yourself or others. If you wish to make a disclosure that can remain confidential, there are staff at PCC who are deemed confidential. You can find an accurate list here: [www.pcc.edu/about/equity-inclusion/title-ix/documents/brochure.pdf](http://www.pcc.edu/about/equity-inclusion/title-ix/documents/brochure.pdf).
- Listening Intervention Team for Equity (LITE) statement  
*Sample statement:* Listening Intervention Team for Equity (LITE) is a PCC resource for students, faculty, and staff who have experienced inequity or need guidance to navigate challenging dynamics at the college across cultures, races, ethnicities, gender identity or expression, sexual orientations, ability, faiths, and other aspects of identity. The LITE listener will offer compassion, help you process your experiences, share skill-building techniques and problem-solving strategies, and connect you with other existing support resources. To talk to a LITE listener about experiences of inequity you have experienced at PCC, visit [www.pcc.edu/lite](http://www.pcc.edu/lite) and click on "Make an appointment with a LITE listener" or contact a listener directly.

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Authority:

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Approval: College President

Responsibility: Vice President for Academic Affairs and Vice

President for Student Affairs

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