

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**COURSE SYLLABI**

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**POLICY 6080**

**ADOPTED: 06/25/91**

**AMENDED: 05/18/93**

**AMENDED: 08/17/99**

**AMENDED: 04/28/09**

**AMENDED: 07/16/19**

**AMENDED: 08/22/23**

Triton College requires that an up-to-date instructor-developed syllabus based on the college-approved master syllabus be required for each course.

The syllabus is to include:

1. General Course Information
  - a. Course title, catalog number, section
  - b. Semester, year
  - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate)
  - d. Class dates, meeting times, location
  - e. Last day to withdraw with a "W"
2. Instructor Information
  - a. Name
  - b. Contact information: phone, email, preferred method of communication
  - c. Office location
  - d. Conference availability: hours and location
3. Course Description
  - a. Course description from catalog
  - b. IAI designation (as indicated)
  - c. Course learning outcomes
4. Instructional and Technological Information
  - a. Required materials
  - b. Prerequisites
5. Course Assignments and Assessments
  - a. Grading policy
  - b. Missing/Late assignment Policy
  - c. Assessments, and the final exam date
  - d. A weekly schedule with assignments, activities, and/or readings

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6. Course Expectations

a. Attendance requirements

Since topics below are subject to change, all syllabi should be updated each semester with the most current information, which can be found here:

[[www.triton.edu/CourseExpectations](http://www.triton.edu/CourseExpectations)]

b. Academic Honesty statement

c. Disability and Academic Accommodations Statement

d. Graduation Petition Deadline

e. Academic Support Services

7. Graduation Petition Deadline

Instructors must provide the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.