Name of Change Proposal	3.6 Distribution of Course Syllabus -

Initiating Council:
Faculty Executive Council

Submitting Council:
Faculty Executive Council

Justification for Proposed Changes:

Background Information:
(Provide a brief overview of the issue and/or historical information important in considering the change.)

The concern brought forward is that the timeline for syllabus distribution doesn't support student success. The syllabus is currently not required until the end of the first week, which doesn't give students much time to drop the course before the deadlines (especially Pell Recalculation). There are many negative repercussions to waiting an entire week, particularly when the availability of other courses is limited that late in the semester and this is no way to help our students be ready "from day one."
One of the additional concerns is that there may be serious compliance violations that could be proactively addressed, rather than retroactively, regarding RSI for both online and in person courses if there is any delay beyond the first day of class. This would include the publishing of any other materials (syllabus, course content, course expectations, etc.) for online courses using, for example, the Canvas LMS.

Supporting Documentation and Rationale for Change:
(Provide any supporting documentation such as new legislation, legal/statutory or regulatory changes, data, or key findings that would support the need for the change.)

Areas, Councils, or Committees Impacted:
(List the constituency groups that may be impacted by the proposed change and that reviewed the proposal and provided feedback.)

Council	Distribution List
Accreditation Liaison Officers	dl-alo@memo.maricopa.edu
ASA District Directors	dl-asa-district-directors@domail.maricopa.edu

Center for Curriculum and Transfer Articulation	dl-dssc-ccta@domail.maricopa.edu
Curriculum & Schedulers Council	dl-currtechs@memo.maricopa.edu
Curriculum Development Facilitators	dl-cdfs@memo.maricopa.edu
Department/Division Chairs	Via Deans
Directors of Academic Advisement Council	dl-daac@memo.maricopa.edu
Directors of Admissions and Records Council	dl-dar@memo.maricopa.edu
District Curriculum Committee	dl-dcc@memo.maricopa.edu
Dual Enrollment Council	dl-dssc-dual-enrollment@domail.maricopa.edu
FEC	dl-facexec@memo.maricopa.edu
Financial Aid Managers Council	dl-fam-dir-all@memo.maricopa.edu

Financial or Budget Implications:
None

Other Considerations:
The Student Handbook referenced in the 2.5.1 proposal is also mentioned in this policy. This supports the need for a more comprehensive review of the Administrative Regulations for this language.

Implementation Impacts:
Faculty will need to adjust their syllabus distribution timeline.

Recommended Effective Term:
2025-2026

Dissemination/Communication:
(Identify the dissemination/communication needs related to the proposed change)

Disposition History:

Date	Status
9/27/24	A member of FEC brought forward a concern to the Common Pages rep. With FEC approval, a small committee was formed.
10/24/24-11/24/24	Faculty volunteers worked with the Common Pages rep to revise the language.
11/26/24	Presented for final comments at the FEC meeting. Comments requested by 12/2 for preparation to send to other stakeholder groups.

PROPOSED CHANGES:

3.6 Distribution of Course Syllabus

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present ~~an~~ A DRAFT OF THE course syllabus to[ADD SPACE] ~~students during the first week of a class (before the end of drop/~~add) TO STUDENTS AND THE DIVISION/DEPARTMENT OFFICE BY THE START DATE OF THE COURSE. A copy of the FINAL course syllabus must be submitted to the division/department office at the college AND THE STUDENTS no later than ~~the end of the first week of~~

FINAL LANGUAGE APPROVED BY COMMITTEE:

3.6 Distribution of Course Syllabus

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a draft of the course syllabus to students and the division/department office by the start date of the course. A copy of the final course syllabus must be submitted to the division/department office at the college and the students no later than 48 hours after the start date of the course.

The following items must be included or referenced in the course syllabus:

class. [ADD TWO SPACES] 48 HOURS AFTER THE START DATE OF THE COURSE.

The following items must be included or referenced in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
  - Title, prefix, course number and section number(s)
  - Academic term and year, e.g., Fall 2016
  - MCCCD Course Description and/or Overview
  - Course format, e.g. Online, Hybrid, Face-to-Face
  - [ADD] EXPECTED MODE(S) AND DELIVERY OF APPLICABLE COURSE MATERIALS (I.E., LMS, LMS MESSAGING, SCHOOL EMAIL, IN PERSON, SOCIAL MEDIA, VIDEO CONFERENCING SOFTWARE, THIRD PARTY PLATFORM, ETC.)
  - Credit Hours
  - Instructional Contact Hours and Minimum Expectations for THE number of hours spent out-of-class to complete coursework (See Federal Credit Hour Definition) AS DETERMINED BY THE FEDERAL CREDIT HOUR DEFINITION.
- Statement or link to the MCCCD Official Course Curriculum Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student AND/OR HANDBOOK, ETC. AVAILABLE ELECTRONICALLY ON THE COLLEGE'S OR MCCCD'S WEBSITE.
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of AND DATE OF ACCESS TO third-party learning tools, course-level integrations (LTIS) in the Learning Management

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
  - Title, prefix, course number and section number(s)
  - Academic term and year, e.g., Fall 2016
  - MCCCD Course Description and/or Overview
  - Course format, e.g. Online, Hybrid, Face-to-Face
  - Expected mode(s) and delivery of applicable course materials (i.e., lms, lms messaging, school email, in person, social media, video conferencing software, third party platform, etc.)
  - Credit Hours
  - Instructional contact hours and minimum expectations for the number of hours spent out-of-class to complete coursework as determined by the federal credit hour definition.
- Statement or link to the MCCCD Official Course Curriculum Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and/or handbook, etc. available electronically on the college's or MCCCD's website.
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of and date of access to third-party learning tools, course-level integrations (LTIS) in the Learning Management System (E.g. Publisher Tools, Maricopa Open Educational Resource (OER) learning system materials), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."

- System (E.g. Publisher Tools, [ADD] MARICOPA OPEN EDUCATIONAL RESOURCE (OER) LEARNING SYSTEM MATERIALS), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."
- [ADD] STATEMENT OUTLINING EXPECTATIONS FOR THE INSTRUCTOR'S RESPONSE TO STUDENT-INITIATED COMMUNICATION (E.G., RESPONSE TIME TO EMAIL).
- Statement or link regarding services for students with disabilities, unless the instructor has placed the statement as an announcement in the classroom with the subject header classroom accommodations for students with disabilities, or the statement is placed on another piece of mandatory course material. ~~Statement may be found here: Mandatory DRS and TITLE IX Syllabus Statements~~ MANDATORY SYLLABUS STATEMENTS MAY BE FOUND ON THE CONSUMER INFORMATION PAGE OF THE MARICOPA COMMUNITY COLLEGES WEBSITE.
- Statement or link regarding Title IX sexual harassment unless instructor has placed the statement as an announcement in the classroom with the subject header addressing incidents of Title IX sexual harassment or the statement is placed on another piece of mandatory course material. ~~Statement may be found here: Mandatory DRS and Title IX Syllabus Statements~~ MANDATORY SYLLABUS STATEMENTS MAY BE FOUND ON THE CONSUMER INFORMATION PAGE OF THE MARICOPA COMMUNITY COLLEGES WEBSITE.

An instructor may choose to include additional information, such as expectations for academic work, guidelines for the use of artificial intelligence, an explanation of how course fees are used to support learning, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

- Statement outlining expectations for the instructor's response to student-initiated communication (e.g., response time to email).
- Statement or link regarding services for students with disabilities, unless the instructor has placed the statement as an announcement in the classroom with the subject header classroom accommodations for students with disabilities, or the statement is placed on another piece of mandatory course material. Mandatory syllabus statements may be found on the consumer information page of the maricopa community colleges website.
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