

The Syllabus

Your syllabus sets the expectations for your course and is the principle reference should any issues arise. Below are the components that you must include. Standard policies and procedures all have links. Please contact your Department Chair or Lead to ensure that you have included any additional standards for your discipline.

You are required to post your syllabus in your D2L shell. Your syllabus must be accessible by the end of the first class session. For online courses, the syllabus must be accessible when the course opens on D2L.

Required Components

1. Your email and phone number (if you have an RRCC number), as well as any office hours and general availability.
2. A course description and course objectives consistent with information from the [Red Rocks Catalog](#) or the content guide for the [Common Course Numbering System](#) .
3. Required materials.
4. A grading policy that includes all assignments and evaluations, as well as how grades are calculated. Your students should be able to calculate their grades based on this information.
5. A reference to the Student Code of Conduct starting on page 26 of the [Student Handbook](#), as well as any other expectations you have regarding classroom conduct.
6. A reference to the [procedure on academic integrity](#) . or the [Red Rocks Catalog statement on academic integrity](#), as well as any other standards for academic integrity that you wish to establish in conjunction with your department or prefix.
7. The drop date and the date for withdrawing. A statement about issuing I, W and AW grades. For example, "Speak with your instructor if you are having difficulty completing the course requirements." See the Catalog regarding [grading symbols](#).
8. The ADA statement:

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733, 720-372-1591(VP) or access@rrcc.edu. Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at www.rrcc.edu/accessibility-services.
9. The Syllabus Statement Regarding Mandatory Reporting:

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials

any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: **Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303-914-6224 or Deborah.houser@rcc.edu**

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or rrpd.dispatch@rcc.edu at 303-914-6394.

If you would like a confidential resource, please contact **Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303-914-6224 or Deborah.houser@rcc.edu**

Further information may be found on the College web site: <http://www.rcc.edu/human-resources/sexual-misconduct>

10. A schedule of topics, assignments and evaluations along with a disclaimer that allows for some flexibility.
11. A statement that “those on financial aid should consult a financial aid advisor before dropping or withdrawing from a class.”