

# RED ROCKS ACCESSIBLE STANDARD SYLLABUS TEMPLATE

**DELETE THE FIRST TWO INSTRUCTION PAGES AFTER UPDATING YOUR SYLLABUS**

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## How to Use This Template to Update Your Syllabus

TEXT HIGHLIGHTED IN BRACKETS AND PURPLE FONT IS PROVIDED FOR YOUR CONVENIENCE AND CAN BE REPLACED WITH YOUR OWN WORDING, AS APPROPRIATE. You can use any font or font size you'd like, and you can add or rearrange the content to meet your needs. Also, some of the TEXT HIGHLIGHTED IN BRACKETS AND PURPLE FONT states that the heading may be optional. It is up to your discretion whether to include that heading or not, however, important information specific to your course must be addressed somewhere in the syllabus. Remember this is your contract with your students and if it is not in writing it is not enforceable.

Please remove the first two instruction pages and any irrelevant information once you finish updating your syllabus.

There will be a new section added to the Home page of every D2L course site called RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION. This section will include common statements and items that are required for all syllabi, such as: Accessibility Statement, Mandatory Reporting Statement, Non-Discrimination Statement, Academic Integrity Statement / Academic Dishonesty, and a Student Handbook link.

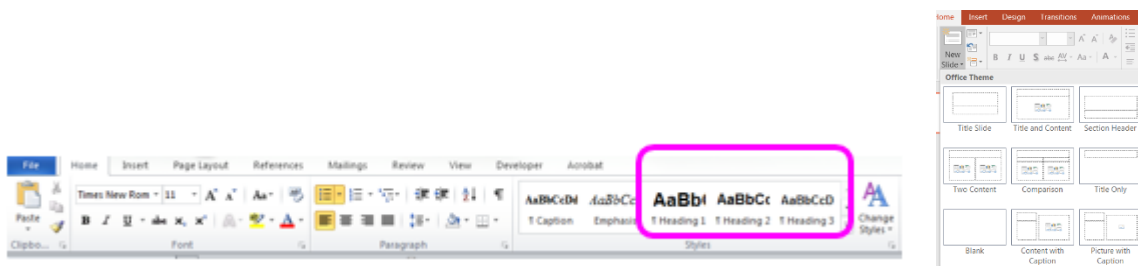
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## Guidelines for Accessible Documents

Every effort should be made to ensure that all instructional materials, including course syllabi, comply with accessibility guidelines. To ensure that you fully comply with all accessibility procedures, you should complete an accessibility training either online or on campus. Accessibility 101 is a self-paced course open to anyone with an S# in Desire2Learn. Contact Instructional Technology at [eLearning@rrcc.edu](mailto:ELearning@rrcc.edu) or 303-914-6444 or stop by room 1659 at Lakewood or room 7162 at the Arvada for help.

Please make sure that you have done the following:

1. Include structure by using heading style feature in Word or using built-in layout except the blank layout in PowerPoint. See two screenshots from Word and PowerPoint below.



2. Provide meaningful alternative text or description to explain your key message in any non-text graphics, charts, images, photos, text boxes, or objects.
3. Add a label or meaningful name for any web references, hyperlink the website label and include the URL address (not hyperlinked). For example: The [Student Handbook](http://www.rrcc.edu/student-life/handbook) is available at <http://www.rrcc.edu/student-life/handbook>.

4. Note the logical reading order of the screen reader is to read information from left to right and from top to bottom, one line at a time. If you use the “Table” function to organize your information, do not nest tables within a table and repeat header row information if your table extends more than one page.

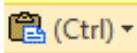
There are two methods to use this template to create your accessible syllabus.

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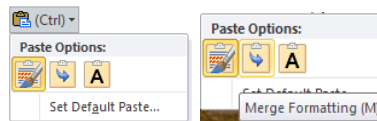
## Copy and Paste Method

You can transfer text from your existing syllabus to this template with the Copy and Paste functions in Word.

1. Save this template on your desktop.
2. Open both your existing syllabus and this template in Word.
3. Copy the text from your existing syllabus.
4. Highlight the corresponding text or location on this template that you want to replace and paste your copied text over the highlighted text on this template.
5. After the paste function is complete, a **Paste Options** icon will appear next to the copied text.



6. Click this **Paste Options** icon and choose the middle icon, “Merge Formatting” option. The Style and Formatting of your pasted text will now match with the existing text and formatting on this template.



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## Direct Input Method

1. Save this template on your desktop.
2. Highlight the text that you want to change and type directly over it. Text in the template will be replaced.

NOTE: PLEASE REMOVE TEXT BELOW THAT IS ITALICIZED AND HIGHLIGHTED IN GREY AND REPLACE IT WITH YOUR OWN APPROPRIATE WORDING.

If you have any questions about using this template, contact Instructional Technology at [eLearning@rrcc.edu](mailto:eLearning@rrcc.edu) or 303.914.6444

**DELETE THIS AND EVERYTHING ABOVE BEFORE DISTRIBUTION**

# [COURSE TITLE/PREFIX/SECTION #]

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[Semester] [Year] Syllabus

## CONTACT INFORMATION

**Instructor:** [Instructor name]

**Office:** [Room number, mandatory for full-time faculty]

**Office Hours:** [Office hours, mandatory for full-time faculty]

**Phone:** [Phone number]

**Email:** [Email, mandatory]

## REQUIRED TEXTBOOK/COURSE MATERIALS

[Textbook, Edition/Course Materials, ISBN is optional]

## COURSE DESCRIPTION:

[Course Description from CCNS]

Credit hours: [Number of credits]

## COURSE PREREQUISITE/CO-REQUISITES

- I. [List any prerequisites or Co-requisites]

## GT PATHWAY COURSE COMPETENCIES & COURSE CRITERIA

[**Note to the instructor**] GT courses require identification of the course criteria and competencies from the state system. Find your courses required Content Criteria and Competencies through the links below and paste them into your course syllabus. These must be verbatim from the sites below and must be mapped to our course competencies and RRCC's student competencies.]

The Colorado Commission on Higher Education has approved [Course prefix, number] for inclusion in the Guaranteed Transfer (GT) Pathways program in the [GT-@@#] category. For transferring students, successful completion with a minimum C-grade guarantees transfer and application of credit in the GT Pathways category. For more information on the GT Pathways program, go to visit [the CO Department of Higher Education](#) website.

- GT Content Criteria: [GT Pathway Course Content Criteria](#)
- GT Competencies: [GT Pathway Course Competencies](#)
- All other course descriptions and competencies: [CCCS Common Course Numbering System](#)

## COURSE COMPETENCIES

[Enter course competencies from the CCNS in this section.]

## COURSE REQUIREMENTS / EXPECTATIONS

[Enter course requirements and student expectations here. Clearly explain what your students need to do to be successful in this course. This heading is OPTIONAL, but the content must be stated elsewhere in your syllabus.]

## GRADES

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### METHODS OF EVALUATION / GRADING / ASSESSMENT

[i.e., Quizzes, Discussions, Assignments]

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### GRADING SCALE

[Criteria here]

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### CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES

[Criteria here, OPTIONAL, depending on your grading methods]

## COURSE POLICIES

[Conditions here, OPTIONAL, depending on your class standards]

## IMPORTANT DATES

**STUDENTS PLEASE VERIFY YOUR SPECIFIC CENSUS AND WITHDRAW DATES IN THE DETAILED STUDENT SCHEDULE, WITH DROP & WITHDRAWAL DATE, IN THE ROCK, UNDER THE STUDENT TAB**

Census Date (last day to drop with a refund)

If you drop a class before the drop date you are not responsible for payment, and you will not lose College Opportunity Fund (COF) credits. Additionally, a dropped course will not be visible on your permanent student record. If you are on financial aid, you should consult a financial aid advisor before dropping a class.

[Census date here]

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### WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A "W")

You can withdraw between the drop and withdrawal dates without affecting your grade point average. However, if you withdraw from a class you will be responsible for full payment and you will lose COF credits. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class.

[Withdraw date here]

[List other items and dates here]

## ATTENDANCE POLICY

[Attendance policy here, OPTIONAL, but strongly recommended]

## MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT

[Policies here, OPTIONAL, but strongly recommended]

## ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY

[Policies here, heading is OPTIONAL, the Academic Misconduct paragraph from the student handbook will be listed in the RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION in all D2L courses]

Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the RRCC disciplinary procedures.

## CLASSROOM CONDUCT

[Policies here, OPTIONAL]

## CLASS CANCELLATION POLICY

[Policies here, OPTIONAL]

## OTHER COURSE POLICIES

[Policies here, OPTIONAL]

## STUDENT HANDBOOK

[Heading is OPTIONAL, a link to the current RRCC Student Handbook will be listed in the RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION in all D2L courses]

The [RRCC Student Handbook](#) is your most current source of dates, resources, contacts, and policies.

## ACCESSIBILITY

[Please check the RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION in all D2L courses for most current wording]

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 or [access@rrcc.edu](mailto:access@rrcc.edu). Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at [www.rrcc.edu/accessibility-services](http://www.rrcc.edu/accessibility-services).

## NON-DISCRIMINATION STATEMENT

[Heading is OPTIONAL, will be listed in the RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION in all D2L courses]

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Red Rocks Community College, Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228-1255, 303-914-6298.

## MANDATORY REPORTING STATEMENT

[Heading is OPTIONAL, will be listed in the RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION in all D2L courses]

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: **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven](mailto:arnie.oudenhoven@rrcc.edu) (arnie.oudenhoven@rrcc.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@rrcc.edu](mailto:rrpd.dispatch@rrcc.edu) at 303-914-6394.

If you would like a confidential resource, please contact **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven](mailto:arnie.oudenhoven@rrcc.edu)

Further information may be found on the college [Human Resources](http://www.rrcc.edu/human-resources/sexual-misconduct) web site: <http://www.rrcc.edu/human-resources/sexual-misconduct>.

The RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION can be found on the Home page of every D2L course site. Please access this link for additional information and helpful links.

## TENTATIVE COURSE SCHEDULE

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### WEEK 1 – START DATE – END DATE

- Complete and Submit the Syllabus Quiz (Due Date)
- Complete the Introduction Discussion (Due Date)

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### WEEK 2 - START DATE – END DATE

- Item 1
- Item 2

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### WEEK 3 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 4 - START DATE – END DATE

- Item 1
- Item 2

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### WEEK 5 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 6 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 7 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 8 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 9 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 10 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 11 – START DATE – END DATE

- Item 1
- Item 2

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### WEEK 12 – START DATE – END DATE

- Item 1
- Item 2



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WEEK 13 – START DATE – END DATE

- Item 1
- Item 2

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WEEK 14 – START DATE – END DATE

- Item 1
- Item 2

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WEEK 15 – START DATE – END DATE

- Item 1
- Item 2