



MODEL SYLLABUS [REPLACE THIS LINE WITH COURSE NAME]

SEMESTER YEAR [REPLACE THIS LINE WITH THE SEMESTER AND YEAR]

[This document is formatted to be accessible to students with disabilities. If you decide to change the appearance and design, make sure that the final format remains accessible. You can find more information on creating accessible materials at [SMC's accessible technology webpage.](#)]

[DELETE OR MODIFY ALL RED TEXT AND TEXT IN BRACKETS BEFORE FINALIZING THE SYLLABUS FOR YOUR COURSE.]

COURSE INFORMATION

Course Title: [Enter course number and title as listed in the course outline of record]
Section Number: [Enter section number]
Units: [Enter units as listed in the course outline of record]
Prerequisite(s) or Advisories: [Enter prerequisites or advisories as listed in the course outline of record]
Location: [Enter building ###; online instructors should delete this ENTIRE row]
Day and Time: [Enter day and time; online instructors should delete this ENTIRE row]

INSTRUCTOR INFORMATION

[Feel free to make this section much more personal. Some of this information could be replaced with a brief welcome message or autobiography (perhaps even a photo of yourself!). Many instructors call office hours by a creative name such as “drop-in hours” or “student hours” to encourage students to visit them. Instead of an impersonal list of contact methods, you can present them in a way that will make students feel comfortable reaching out to you. Use this space to clarify your pronouns and set expectations about respecting all forms of diversity.]

Instructor: [Enter your name]
Email Address: [Enter your SMC email address]
Phone Number: [Enter your SMC voicemail; delete this ENTIRE row if you prefer email only]
Website: [Enter your website; delete this ENTIRE row if you don't have a website]
Office Hours: [Enter your office hours and location, if applicable]

COURSE DESCRIPTION

[Copy and paste the catalog description from the course outline of record accessible either via your chair or via [CurriQunet META.](#)]

COURSE OBJECTIVES

[Copy and paste the course objectives from the course outline of record accessible either via your chair or via [CurriQunet META.](#) Alternatively, you could provide a permanent link to a webpage.]

STUDENT LEARNING OUTCOMES

[Copy and paste all of the SLOs from your SLO Roster or from the course outline of record accessible either via your chair or via [CurriQunet META.](#)]

REQUIRED TEXTS, TECHNOLOGY, MATERIALS, & SUPPLIES

1. [First required item]
2. [Second required item]
3. [Add required items as needed by hitting RETURN/ENTER]

[Be all-inclusive! Make no assumptions about what students “know to bring,” i.e., in addition to listing texts, workbooks, lab kits and other sources for materials such as the Library Reserve Desk or eBooks, also consider USB drive, Google Drive account, notebook, pens, pencils, erasers, software, and Scantrons.]

[Note that Administrative Regulation 5031 states instructors should “take reasonable steps to minimize the cost and ensure the necessity of instructional materials” and that they should “take reasonable steps to have their required instructional materials available for students to access by the first day of instruction.”]

[IF YOUR COURSE REQUIRES ONLINE PROCTORING, PLEASE INCLUDE THE FOLLOWING TEXT. OTHERWISE, DELETE IT.]

This course requires online exams accessing an online proctoring service. Computer with webcam and microphone is required. A Google Chrome browser must be downloaded to your computer.

COURSE CONTENT

[List schedule here, or link to another document. This section should be consistent with the course outline of record, but instructors may elaborate on topics, assignments, etc. Some instructors prefer placing this schedule at the end of their syllabus.]

[OPTIONAL EXAMPLE TEXT PROVIDED BELOW:]

The content of this course may change depending on time constraints. The order of the topics listed may vary.

Week(s) #	[Topic from the Course Content section of the course outline of record]
Week(s) #	[Topic from the Course Content section of the course outline of record]
Week(s) #	[Topic from the Course Content section of the course outline of record]
Week(s) #	[Topic from the Course Content section of the course outline of record]
Week(s) #	[Topic from the Course Content section of the course outline of record]

METHODS OF EVALUATION

[Grading policy must be consistent with the methods of evaluation listed in the course outline of record, although grading methods may vary from instructor to instructor. To increase transparency, we recommend use of rubrics or other clear grading tools. In accordance with college policies, you may evaluate participation but not attendance/appearance/attitude, etc. It is recommended to set clear policies on how participation will be defined and graded.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

- **Lecture Exams:** Lecture Exams (3 @70 pts each) are mandatory and must be taken when scheduled. Each exam will be scantron only (multiple-choice, true or false, and/or matching format). If you miss one exam, the pre-final exam can be used to provide a replacement score.
- **Prefinal Exam:** This is an optional cumulative Scantron only exam that can potentially replace a low Lecture Exam score. If you do better on the prefinal than a previous exam, the prefinal score will replace that exam. If you do worse on the prefinal than your previous exams, it does not hurt you in any way. It does give you an idea of what to expect on the final though as I make the questions to the prefinal and the final at the same time.

- **Essays:** All essays will be graded according to a rubric that looks for elements such as thesis, content, organization, grammar, and citations. The first two essays may be revised and resubmitted for a higher grade.

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

Your final grade will be calculated using the following percentages:

Percentage of Grade:	Evaluation Method:
##%	[method from course outline]
##%	[method from course outline]
##%	[method from course outline]

GRADING SCALE/GRADING POLICY

[Below is just an example. Faculty may choose to use a point system or slightly vary the grade lines, or they may use equity-based grading that doesn't use points like contract grading, competency-based grading, etc.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

A = 90.0-100%
B = 80.0-89.9%
C = 70.0-79.9%
D = 60.0-69.9%
F = 59.9% and below

ATTENDANCE, DROPS, & WITHDRAWALS

[Please be clear about the circumstances in which you, the instructor, will drop a student, and your expectations regarding student communication in the case of missed classes. Instructors teaching online classes must define and require "substantive participation" in their online classes. Language similar to the following is recommended for ALL syllabi, though you should adjust when a withdrawal can be achieved for courses shorter than 16 weeks. See [Admissions Dates and Deadlines](#) for the complete semester schedule including short-term courses.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

You are responsible for maintaining your own enrollment status. In our 16-week course, you may drop the course with a withdrawal through the twelfth week in a regular semester. It is NOT possible to drop the class after the twelfth week of the semester. You should check your Corsair Connect for specific drop dates for each of your courses. General information regarding drop dates, withdrawals, refunds, and other enrollment matters may also be found at the [Admissions](#) section of the SMC website. See [Admissions Dates and Deadlines](#) for the complete semester schedule including short term courses.

[Title 5 also requires you to clear your roll of inactive students before the census date.]

[OPTIONAL EXAMPLE TEXT FOR AN ON-GROUND/ZOOM CLASS IS PROVIDED BELOW.]

Instructors are required by state regulations to drop students who are "no shows" or who don't participate before the census date. For this reason, you may be dropped from the class if you don't attend class the first week.

[OPTIONAL EXAMPLE TEXT FOR AN ASYNCHRONOUS CLASS IS PROVIDED BELOW.]

Instructors are required by state regulations to drop students who are “no shows” or who don’t participate before the census date. For this reason, you may be dropped from the class if you don’t complete the first assignment in the class by the due date.

[Next, include information regarding your specific drop policy and expectations. According to Administrative Regulation 5070, a student may be dropped from class “for excessive absences or lack of substantive interaction/participation as specified in the course syllabus,” meaning that instructors should explicitly define the thresholds at which students may be dropped. One rule of thumb from the Faculty Handbook is to drop a student if their absences exceed “one hour more than twice the number of hours the class is scheduled per week, unless there are extenuating circumstances and the student and the instructor come to a different agreement.” That being said, instructors might want to set aside any preconceptions they might have and earnestly base their decision on what number of absences will really start to affect fairness and student success. See **OPTIONAL EXAMPLES** of different policies below for ideas.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

[On-Ground/Zoom Example 1:]

Participation in our class is crucial to your success. While there is no limit on the number of absences that are allowed, students who are absent a significant number of classes will miss out on important material and activities and will likely find it very hard to succeed in the class. If you do miss class, it is your responsibility to find out what was covered and assigned so that you can return fully prepared.

[On-Ground/Zoom Example 2:]

Participation during class meetings is crucial to your success. The class may cover material that is not discussed or found elsewhere, so you will miss out on an essential part of the learning process if you are absent or distracted in class. Missing 5 class sessions in a row MAY lead you to be dropped from the course by the instructor.

[Asynchronous Example 1:]

To increase the likelihood that you'll achieve your goals for the class, I expect you to put effort into your assignments and complete them regularly and on time. That said, I understand that you might need to miss deadlines sometimes. (I might need to miss deadlines sometimes, too!) Do note, however, that you may be dropped for lack of "substantive participation," which I define as missing five assignments in a row. I'll try to notify you ahead of time via your SMC email or a Canvas message, but it's ultimately your responsibility to remain engaged in the class and contact me as soon as possible if you have concerns about your ability to participate so we can create on a plan for your success.

[Asynchronous Example 2:]

Since we don't meet in person, you might be wondering how you “attend class.” The answer is that you'll attend by submitting your assignments on a regular basis, which is known as “substantive participation.” If you don't turn in assignments for two weeks in a row, I'll reach out to you via your SMC email or a Canvas message. If I don't hear back from you or you don't resume turning in assignments, I may drop you from the class.

MISSED AND LATE WORK

[Have a clear policy on missed work regarding any point or percent deduction or if any late work will be accepted. There should be no penalty for late work due to a religious holiday or jury duty. Students are responsible for informing the instructor of the religious holiday during the first two weeks of the academic term, or as soon as possible after a particular assignment, test, or examination date is announced by the instructor. In matters of absence due to other personal necessity such as jury duty or court appearances, accommodations shall be at the discretion of the instructor, subject to verification. See **OPTIONAL EXAMPLES** of different policies below for ideas. If your class includes a lab component, make sure to identify the circumstances, if any, in which a lab can be made up and procedures for doing so.]

[Example 1:]

Late work is accepted up until the final day of the semester. There is no penalty for late work, but receiving prompt feedback and grades is an essential part of the learning process and success in college, so you are strongly encouraged to submit all work by its deadline.

[Example 2:]

Late work is accepted up until the final day of the semester, but there is a deduction equal to 10% of the assignment for a late submission. In addition to wanting to avoid the grade penalty, you should make every effort to submit all work by its deadline so you can receive prompt feedback, which is an essential part of the learning process and your success.

[Example 3:]

All assignments must be turned in on time in Canvas, and no late work will be accepted. To master the material and succeed in the class, it is vital that you keep up with the class schedule and complete all work by its deadline. When absent, you are still responsible for completing and submitting all work on time; however, if you have a documented extenuating circumstance that prevents the timely submission of work, please speak to the instructor as soon as possible so you can receive accommodations.

[Example 4:]

Exams and quizzes may be made up, but you must make every effort to promptly arrange for an acceptable time to complete the missed exam or quiz.

[Example 5:]

Exams and quizzes are mandatory and must be taken when scheduled. They cannot be made up, except under extenuating circumstances, which may include but are not limited to health, financial/family obligations, loss of job, job transfer, and immigration action.

[Example 6:]

If you are missing assignments or class meetings, let's collaborate on finding a solution.

ACCOMMODATION FOR DISABILITIES

[The Center for Students with Disabilities works with students with a verified disability to ensure they receive accommodations and services, as per the provisions of Title 5, California Code of Regulations, Section 56004 and Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA).]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

[Example 1:]

The College is committed to providing reasonable accommodations for students with disabilities to make all learning experiences accessible. [The Center for Students with Disabilities](#) (CSD, also known as DSPS) is the official campus office that works to arrange reasonable accommodations for students with disabilities. If you feel you may need accommodations based on the impact of a disability, please contact CSD or DSPS to initiate a conversation about your options at 310-434-4265 or dsps@smc.edu. Contact should be initiated as soon as possible to allow adequate time for accommodations to be arranged. I will work closely with you and CSD/DSPS to arrange your approved CSD/DSPS accommodations. Please know that accommodations are not retroactive. The Center for Students with Disabilities is located on the first floor of the Student Services Center.

[Example 2:]

I encourage students requesting disability-related accommodations to contact the Center for Students with Disabilities as soon as possible. I will work with you and the Center for Students with Disabilities to provide appropriate and reasonable accommodations approved by CSD/DSPS. An early notification of your request for accommodations is necessary to ensure that your disability-related needs are addressed appropriately; accommodations cannot be applied retroactively.

If you believe you have a learning disability that has not yet been documented, please notify the instructor and make an appointment at the DSPS office for assistance. I encourage you to review the [Center for Students with Disabilities website](#) for how to receive services.

SUPPORT SERVICES (DIRECT CONNECT)

[It's highly recommended that you include this so students know all the services available to them are located in one convenient location.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

One thing that sets Santa Monica College apart from other community colleges is all the extra help you can get to support you in your college journey. However, with so many support services available, it can be difficult to find what you're looking for. To address this issue, SMC created [Direct Connect](#), an online portal that organizes and explains the services available to you. Direct Connect is available on the SMC website and in the course navigation menu for our Canvas site.

ACADEMIC INTEGRITY

[Delineate the circumstances in which you might refer a student to the [Care and Prevention Team](#) for academic integrity concerns.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

The SMC Honor statement, signed by each student upon enrollment, reads: "In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue." Please be extremely careful that you do not engage in any behavior that could even be construed as cheating. Violations could result in failing grades, reports to the Campus Disciplinarian, and subsequent academic disciplinary action. Examples of behaviors that are not permitted include but are not limited to: Copying another student's homework, inappropriate language or physicality in the classroom, and inappropriate behaviors during an exam (talking with another student, looking at or copying from another student's paper, using a disallowed electronic device or calculator, using disallowed notes, leaving the room without prior permission, removing exam materials from the classroom).

ARTIFICIAL INTELLIGENCE

[Be transparent about your expectations regarding students' use of AI. Especially be sure to delineate the circumstances in which you might refer a student to the [Care and Prevention Team](#) for academic integrity concerns. It's also a best practice to disclose how you'll use AI in the course if you plan to. Note that, if you do use AI, you must do so in accordance with privacy, data-security, equitable access, and other applicable institutional policies.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

[Example 1 (Restricted Use):]

AI tools may not be used in any form for the course. Students are expected to produce all work without the use of AI tools. AI tools may not be used for any assignments or assessments. These tasks are designed to help you develop your independent thinking

and foundational skills. All work must be your own, without AI assistance. Using AI when it is not permitted is considered a violation of academic integrity.

[Example 2 (Conditional Use):]

AI tools are permitted in ways which are explicitly designated by the instructor in the assignment instructions. Students remain fully responsible for the accuracy, integrity, and intellectual ownership of all submitted work.

When the use of AI is permitted, students must:

- Disclose the tool(s) used
- Include your prompt(s)
- Explain how you evaluated or revised the output
- Cite the AI tool
- Take full responsibility for the final work

Using AI outside of the allowed scope, or not disclosing use, is considered a violation of academic integrity.

[Example 3 (Open Use):]

AI tools may be used broadly, unless otherwise noted for a specific assignment or assessment. Students remain fully responsible for the accuracy, integrity, and intellectual ownership of all submitted work.

When using AI, students must:

- Disclose the tool(s) used
- Include your prompt(s)
- Explain how you evaluated or revised the output
- Cite the AI tool
- Take full responsibility for the final work

Undisclosed AI use remains an academic integrity violation.

TITLE IX (SEX DISCRIMINATION)

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Those interested in the details should view [the Title IX Legal Manual](#).

Students who have experienced some form of sexual misconduct or discrimination are encouraged to talk to someone about their experience, so they can get the support they need. You can learn more about available support at the [Student Services Title IX webpage](#).

AFFIRMED NAME USE

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

All members of the SMC community, including faculty, staff and fellow students, should refer to one another by an affirmed name and personal pronouns. SMC personnel should use students' affirmed names and pronouns in their daily interactions with students. Students may make requests verbally or formally [record their affirmed name](#) on their student portal, after which the name will be integrated into SMC's student information system. Please let your instructor know about any corrections needed on the class roster regarding your name or pronouns.

DISCLAIMER

[Either in your syllabus or schedule you should have a disclaimer to give the instructor the ability to officially revise the syllabus/schedule as needed in the semester based on circumstances. Include information on how students should expect to receive information regarding any changes that are made to the syllabus.]

[OPTIONAL EXAMPLE TEXT IS PROVIDED BELOW.]

[Example 1:]

This syllabus is a guide for our semester together. While the core structure and expectations are unlikely to change, some dates or topics may be adjusted to best suit our learning. Any updates will be announced in class and/or on our course website.

[Example 2:]

Some elements of the syllabus may be changed at the instructor's discretion. Students will be given at least 48 hours' notice of changes whenever possible. If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let the instructor know within the first week of class. Your continued attendance in this course constitutes an acknowledgement and acceptance of the requirements delineated in this syllabus.