



Beaufort County Community College Instructor/Class Syllabus Review Checklist for Distance Learning Courses

BCCC students will be provided clear statements of course expectations, requirements, and policies of the faculty. A well-developed course syllabus is essential for accomplishing the objective, and can be critical when responding to student concerns regarding grades or other classroom policies.

Faculty Instructions: Use this checklist below to verify that ALL items are included in your syllabus. When complete, submit this form to the Director of LRC/Distance Learning with the required submission form.

Faculty Name (Please Print) _____

Course Name, Number, Section Number and Synonym _____

Semester/Year _____

Syllabus Item	Instructor	DL Evaluator
1. Heading		
Instructor Name		
Course Name and Number		
Section Number and Synonym		
2. How to Reach the Instructor:		
Office Hours		
Office Location and Number		
Phone, Email, etc.		
3. Course Description		
4. Required Texts/Materials/Software		
Hardware		
5. Contact Hours		
6. Credit Hours		
7. Prerequisites		
8. Co-requisites		
9. Course Learning Objectives/Outcomes		
10. Grading Policies		

Instructor Date

Syllabus Item	Instructor	DL Evaluator
11. Course Policies		
Attendance		
Withdrawal		
Incomplete		
Academic Integrity Policy		
Student Discipline		
Special Populations Guidelines		
Intellectual Property Policy		
Copyright Policy		
12. Course Outline/Calendar		
13. Instructions for submission of assignments		
14. Testing Requirements (Proctored)		
15. Communication expectations (e.g. discussion bd., chat)		
16. Feedback Response time		
17. Distance Learning Contact Info.		
18. Complaint Procedure		

DL Evaluator Date