

# Polk State College Procedure

Subject	Reference	Date	Number
Communicating Course Information to Students	DBOT 2.03	May 5, 2020	1001

## I. Purpose

This procedure provides guidelines for directly communicating to students the standards, content, topics, objectives, and overall expectations for each course offered by the College. There are two documents for communicating course information: the *Basic Course Information* (BCI) document and the *Course Syllabus*. The BCI document contains information that is common to all sections of a particular course. The *Course Syllabus* contains information that pertains to individual sections of a course. The *Course Syllabus* information may vary by professor, unless otherwise determined departmentally.

## II. Procedure

### A. BCI Documents and Course Syllabi:

The College supports and embraces academic freedom and integrity and provides for the right of each faculty member to establish classroom policies that create an environment that fosters student success. A faculty member teaching in a program that is required by law, statute, or accrediting body to verify attendance must include the attendance verification policy in the course syllabus.

The faculty member must provide each officially enrolled student access to the *Basic Course Information* document (BCI) for the given course at the first class meeting. On the syllabus, the faculty member must provide either a direct link which must be updated August of each academic year to the BCI for the given course or incorporate a link to the general BCI page on the College's website ([www.polk.edu/BCI](http://www.polk.edu/BCI)) with instructions regarding how to access the specific course BCI. For distance-education courses, the BCI must be posted in Canvas prior to the start of class. The BCI document provided for each course must follow a standard format and include (at a minimum) the information listed below (in the sequence given).

The faculty member must also provide each officially enrolled student with a *Course Syllabus* at the first class meeting. All course syllabi must include (at a minimum) the information listed below. The format of the syllabus is at the discretion of the faculty member.

### B. Approval and Record Retention of Course Documents:

1. Each BCI document must be initially approved by the Academic Quality Council (AQC), and then stored in the BCI database on the Polk State College website. Any request to change a BCI document must be made through a department coordinator or program director, and then forwarded to the Academic Deans. The *AQC Handbook* delineates the types of changes that must be approved by the AQC, as well as the types of changes that can be facilitated by the Academic Deans.

The Vice President of Academic Affairs (VPAA) Office maintains the BCI database on the Polk State College website. In addition, the VPAA Office maintains a "historical file" of all BCI documents used at the College until they are deemed obsolete, or until they are determined to have lost administrative value.

2. A copy of the *Course Syllabus* for each course taught by a professor must be submitted electronically to the appropriate Academic Dean's Office by the end of the first week of class during each semester. Each Academic Dean's Office must maintain files containing the course syllabi for all courses offered at the campus for two years.

C. Required Information for the BCI Document

1. **GENERAL COURSE AND COLLEGE INFORMATION:**

The following information is inserted in this section:

- a. The College's name
- b. The course prefix, number, and title
- c. The lecture and/or lab hours, and the number of credits
- d. Type of credit: lower-division credit, upper-division credit, vocational credit, or institutional credit
- e. The prerequisite(s) and/or corequisite(s) for the course
- f. AA Elective: Yes/No
- g. The Lakeland Campus Academic Dean, the location of his/her office, and the telephone number
- h. The Winter Haven Campus Academic Dean, the location of his/her office, and the telephone number

2. **CREDIT AND CONTACT HOURS, PREREQUISITES, AND COURSE DESCRIPTION:**

This information must be copied verbatim from the current *Polk State Catalog*.

3. **POLK STATE COLLEGE MISSION AND PROGRAM OUTCOMES:**

One of the following paragraphs derived from the Polk State Mission Statement must be inserted. The appropriate paragraph identifies the General Education outcome areas (for Associate in Arts degree courses), Developmental Education outcomes, the Associate in Science (AS) outcomes, or baccalaureate degree program outcomes upon which the course is based.

a. For Associate in Arts (AA) degree program courses (both General Education courses and AA electives) the following statement must be inserted:

[Polk State College, a quality-driven institution serving Polk County and beyond, transforms students' lives through the power of teaching and lifelong learning by providing access to affordable associate and baccalaureate degree programs, career certificates, and workforce employment programs, delivered through various modalities and innovative technologies by diverse, qualified faculty and staff. In line with this purpose, Polk State's General Education courses develop competence in the areas of 1) Communication, 2) Critical Thinking, 3) Scientific and Quantitative Reasoning, 4) Information Literacy, and 5) Global Socio-Cultural Responsibility. A complete description of these outcomes is located in the *Polk State College Catalog*. This course focuses on the development of competencies related to the areas of....]

This statement can be completed as in the following example:

**3. Scientific and Quantitative Reasoning**

Apply mathematical and scientific principles and methods to solve abstract and real-world problems.

**4. Information Literacy**

Demonstrate the ability to access, evaluate, incorporate, organize, and document information.

b. For Developmental Education courses, the following statement must be inserted:

[Polk State College, a quality-driven institution serving Polk County and beyond,

transforms students' lives through the power of teaching and lifelong learning by providing access to affordable associate degree and baccalaureate degree programs, career certificates, and workforce employment programs, delivered through various modalities and innovative technologies by diverse, qualified faculty and staff. In line with this purpose, Polk State College's General Education courses develop competence in the areas of 1) Communication, 2) Critical Thinking, 3) Scientific and Quantitative Reasoning, 4) Information Literacy, and 5) Global Socio-Cultural Responsibility. The *Polk State College Catalog* provides a complete description of these outcomes. Although this course assists in the development of competence in several of these areas, it is not a General Education course.]

c. For Associate in Science (AS) degree, baccalaureate degree, and workforce-related courses, the following statement must be inserted:

[Polk State College, a quality-driven institution serving Polk County and beyond, transforms students' lives through the power of teaching and lifelong learning by providing access to affordable associate and baccalaureate degree programs, career certificates, and workforce employment programs, delivered through various modalities and innovative technologies by diverse, qualified faculty and staff. In line with this purpose, Polk State's Associate in Science and baccalaureate degree programs develop competence in various career-related skills. This course focuses on the development of competencies related to the following program outcomes...]

This statement can be completed by listing the Associate in Science or baccalaureate degree program outcomes that apply to the course.

**4. COURSE OBJECTIVES:**

This section lists the specific course objectives. For Associate in Arts degree courses, this section identifies the General Education Course Outcome(s) that applies to each objective (as appropriate). For Associate in Science, baccalaureate, and other workforce-related program courses, this section identifies the Program Outcome(s) that applies to each objective (as appropriate).

*Note: Each General Education Outcome or Program Outcome listed in the Polk State College Mission and Program Outcomes section must be linked to at least one course objective; however, every Course Objective does not need to be linked to a General Education Outcome or Program Outcome.*

**5. COURSE CONTENT:**

This section provides a general outline or topic schedule for the course.

**6. COURSE MATERIALS (REQUIRED AND RECOMMENDED) AND OTHER REQUIREMENTS:**

In this section, the following statement must be inserted:

[Textbook information is provided in the course syllabus, at the campus bookstore, on the campus bookstore website ([www.polk.bncollege.com](http://www.polk.bncollege.com)), or via the "Shop Textbooks" button on the PASSPORT schedule of classes.]

**7. COLLEGE-LEVEL COMMUNICATION AND COMPUTATION SKILLS:**

a. For all AA degree program courses, the following paragraph must be inserted:

[*State Rule 6A-10.030*, requires each Associate in Arts (AA) degree program student to complete six credits of college-level Mathematics; taking the appropriate General Education Mathematics courses satisfies the Mathematics portion of this requirement.

In addition, *State Rule 6A-10.030* requires each AA degree program student to complete six credits of English coursework, and six credits of additional courses in which the student demonstrates college-level writing skills through multiple assignments. Because Polk State uses a "Writing across the Curriculum" approach to meeting the writing requirement, in addition to the required composition courses, any required Social Sciences or Humanities courses can fulfill this writing requirement.

A minimum grade of C is required for all courses used to fulfill the Communications and Mathematics areas of the General Education requirements.]

- i. If the course is ENC 1101 *College Composition I* or ENC 1102 *College Composition II*, the following statement must be inserted:

[This course provides an intensive focus on writing and contains frequent writing assignments.]

- ii. If the course is a General Education course in Literature, the Social Sciences, or the Humanities, the following statement must be inserted:

[This course provides emphasis on writing and contains a variety of writing assignments of varying lengths.]

- iii. If the course is a General Education course in Mathematics or Science, or it is an AA degree program course that is not included in the General Education curriculum, the following statement must be inserted:

[This course does not emphasize writing, but it may include writing assignments as a part of the course requirements.]

- b. For all AS degrees, baccalaureate degrees, and workforce-related courses, the following statement must be inserted:

[*State Rule 6A-10.030* does not apply to this course.]

## 8. **STUDENT HELP:**

In this section, the following statement must be inserted:

[The professor is available for help during posted hours, and the student is encouraged to seek assistance whenever it is needed. To further the educational process, the Learning Resources Centers, comprised of the campus Teaching/Learning and Computing Centers (TLCCs), JD Alexander (JDA) Student Success Center, and campus libraries, are available for student use. Each resource provides qualified staff and up-to-date equipment and facilities to promote academic success. The TLCCs and JDA Student Success Center provide tutoring services, computing resources, and other instructional support. The library provides information resources, individual and group study space, research assistance, information literacy instruction, and computing resources. Each facility provides free wireless access to the Internet. The Polk State College Library, Student Success Center, and TLCC hours of operation and tutoring schedules are posted at each facility and on the College's website.]

## 9. **WITHDRAWING FROM A COURSE:**

In this section, the following statement must be inserted:

[A student may officially withdraw from a course during any given term, provided he or she follows the appropriate policy and procedure. Following the conclusion of the Drop Period, a student may officially withdraw from any course without receiving a grade, provided this is done before the published withdrawal deadline. The published deadline reflects approximately (but no more than) 70% of the term, based upon the course's scheduled duration. It is the student's responsibility to submit these withdrawal forms; failure to do so may result in a grade of *F* in the course. Under the *Forgiveness Policy*, a student is allowed only three attempts in any one course: one initial enrollment and two repeats. A student is not allowed to withdraw from a third course attempt. Limited-admission programs may have specific guidelines regarding course withdrawal that vary from this policy; these guidelines are listed in each specific program's handbook.

If a student stops attending class, the grade earned (usually an *F*) is assigned and posted. Prior to withdrawing from a course, the student should consult with the Financial Aid Office to determine what impact, if any, course withdrawal may have on his or her financial-aid status. A student cannot use course withdrawal to avoid academic dishonesty penalties. A student who is engaged in processes related to academic dishonesty in a course is not eligible to withdraw from the course.]

**10. REPEATING A COURSE:**

In this section, the following statement must be inserted:

[Under the *Forgiveness Policy*, a student is allowed only three attempts in any one college-credit course: one initial enrollment and two repeats. Under certain circumstances, a student may petition to repeat a credit course beyond the third attempt. Limited-admission programs may have specific guidelines regarding course repeats that vary from this policy; these guidelines are listed in each specific program's handbook. The student should be aware that repeating a course may result in a higher course cost. A course cannot be repeated unless the previously earned grade is a *D*, *F*, or *W* (the *Polk State College Catalog* provides further details regarding this process). Prior to repeating a course, the student should consult with the Financial Aid Office to determine what impact, if any, repeating the course may have on his or her financial-aid status.]

**11. ACADEMIC DISHONESTY:**

In this section, the following statement must be inserted:

[The student is responsible for his or her work. It is assumed that each student is honest and abides by this standard; however, in the event that there is an indication or suspicion of cheating or plagiarism, the situation is dealt with in accordance with the published College policy. Copies of this policy are available in the Student Services Office. More specific information regarding academic dishonesty can be found in the instructor's *Course Syllabus*.

**12. INFORMATION TECHNOLOGY ACCESS/USE POLICY:**

In this section, the following statement must be inserted:

[The information technology resources provided by Polk State College (including, but not limited to, telephones, computers, the Polk State Local Area and Wide Area Networks, and the Internet) must be used for academic purposes only. Use of these resources is a privilege, not a right. Inappropriate use can result in revocation or suspension of this privilege.]

**13. EQUAL ACCESS/ EQUAL OPPORTUNITY:**

In this section, the following statement must be inserted:

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding non-discrimination policies:

Valparisa Baker, Director of the Office of Equity, Diversity, and Inclusion (Title IX Coordinator); 999 Avenue H NE, Winter Haven, FL 33881; Office: WAD 227; Telephone: (863) 292-3602; e-mail: [vbaker@polk.edu](mailto:vbaker@polk.edu).

**14. EQUAL OPPORTUNITY FOR STUDENTS WITH DISABILITIES:**

In this section, the following statement must be inserted:

[The College complies with *The Americans with Disabilities Act* and provides equal educational opportunity for qualified individuals. A student with a disability who requires special accommodations or auxiliary aids under *The Americans with Disabilities Act* (ADA) should contact the Coordinator or Director of Disability Services.

*Note: Limited-admission programs may have performance restrictions that apply. Restrictions (where applicable) are outlined in each program's student handbook.]*

**15. DEPARTMENTAL POLICIES:**

When applicable, departmental policies such as attendance policies, grading scales, and evaluative criteria that apply to all sections of a given course may be inserted in this section.

**D. Information in the Syllabus**

**1. Required Information**

**a. General Course Information:**

This section must contain the:

- i. Course title, number, and section number
- ii. Semester for the course offering
- iii. Class meeting days and times, and the classroom number(s)
- iv. The link to the BCI

**b. Instructor Information:**

This section must contain the name of the instructor, his/her Polk State College telephone number and office location, the instructor's Polk State e-mail address, and the posted office hours for the instructor.

**c. Course Materials and Other Information:**

This section must include the title(s), author(s), and edition(s) of all required texts, as well as any other required or recommended materials.

**d. Attendance Policy**

**e. Work Missed (policies for making up missed work)**

**f. Evaluative Criteria (i.e., the instructor's grading policy)**

**g. Withdrawal Deadline**

**h. Course Calendar**

This section must include:

- i. A tentative schedule of topics
- ii. A tentative schedule of tests
- iii. The due dates for major assignments
- i. Final Exam Time and Date
- j. Academic Dishonesty Policy (including penalties)
- k. Indication of the Use of a Plagiarism-Detection Service (if applicable)  
This section must contain a statement regarding the use of a plagiarism-detection service and/or the *Originality Check* feature in Canvas.
  - i. If students are required to submit papers to a plagiarism-detection service via the Canvas Assignment feature, the following statement must be inserted:

[This course utilizes an automatic plagiarism-detection service. Papers are submitted to the external service upon submission to the selected Canvas assignment. Each student must remove his or her name from papers prior to submission. More information about this service can be found at: (insert service URL).]

- ii. If the instructor submits only select papers to a plagiarism-detection service, the following statement must be inserted:

[This course utilizes an automatic plagiarism-detection service. Papers may be submitted to this service to check for originality. More information about this service can be found at: (insert service URL).]

**Note:** *The instructor must remove the student's name and other personal information prior to submission to an outside service.*

## 2. Suggested Information

The following information may also be included at the instructor's discretion:

- a. Description of major assignments
- b. Instructional methods
- c. Supplemental readings or course-reserve readings at the library
- d. Additional resources (e.g., websites)
- e. Tips and strategies for success
- f. Additional administrative and academic policies that pertain to the class
- g. The following statement may be included with the attendance policy:

[Although the professor has the right to withdraw a student in accordance with the course attendance policy, it is ultimately the student's responsibility to withdraw from the course.]

<b>History:</b>	Adopted:	4.6 9401.3A, June 24, 1975
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<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
			8/26/2020
<b>President's Approval</b>			<b>Date</b>