

## Course Policies

Course policies should be distributed to students during the first class meeting. Course policies serve as the legal contract between instructor and student; they describe all course content, procedures and policies.

### Course Policy Guidelines - MCCC Contract

The MCCC Contract states that course policies should contain the following information.

- # Course Title/Number
- # General course description and prerequisites (according to College catalogue)
- # Instructor's name and contact information including telephone number, email address and any scheduled office hours
- # All required texts and paperbacks, including information on publisher and edition used
- # Attendance policy
- # Instructional objectives (attached list of content objectives OK)
- # Teaching procedures (briefly describe)
- # Course topics and/or assignments and/or required and/or supplemental reading
- # Tentative test schedule/assignment(s) schedule
- # Basis for student grading and criteria for evaluating student performance

Course policies for MAT091/092/094 should include:

- # Math content objectives
- # Study skills and math learning objectives
- # Portfolio content
- # Tentative schedule
- # Eligibility requirements for an IP grade
- # Final Exam and Exit test requirement
- Prerequisite requirement for sequential math courses
- # Grading policy to include math content grade, portfolio grade, (5-15%) and final exam grade

Although not required by the contract it is helpful to include the following items.

- # Policy for individuals with a disability

Example:

*Policy for Individuals with a Disability: Any student who has a documented disability requiring an accommodation should immediately speak to the instructor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities in order to obtain appropriate services.*

- # Statement regarding changes to syllabus (changes in topics, testing ...)

Example:

*Syllabus (subject to change): Any changes will be effective after notification in class and posting on the class website.*

- # Statement regarding calculator use (when permitted, not allowed, required...)