

POLICY: 6Hx28:4-05



VALENCIA COLLEGE

Responsible Executive: College Provost & Vice President, Academic Affairs, Institutional Effectiveness and Planning

Policy Contacts: Assistant Vice President, Curriculum and Transfer Initiatives; Assistant Vice President, Institutional Effectiveness and Planning

Specific Authority: 1001.64, F.S.

Law Implemented: 1000.05, F.S.; 1001.64, F.S.; 1007.24, F.S.; 1007.25, F.S.; 1007.55, F.S.; 6A-14.092, F.A.C.

Effective Date: 11-18-199202-05-2026

Last Date of Policy Review:
11-18-199202-05-2026

Collegewide Course Outline and Course Syllabus

Policy Statement:

I. Course Outline

- A. Each course in the college curriculum shall have a course outline developed in format similar to the "Sample Course Outline" document.**
- B. The collegewide course outline for each credit course shall be maintained in the official curriculum files and regularly be reviewed and revised. A complete copy of the course file (collegewide course outline and course modification request form) shall be maintained in appropriate departmental offices and made available to departmental faculty.**
- C. Each faculty member assigned to teach a credit course shall be expected to teach the course in accordance with the collegewide course outline.**

D. Course Syllabus

I. Valencia College (“College”) shall endeavor to promote student academic success by ensuring each academic credit course offered at the College establishes academic and behavioral standards through a course syllabus that outlines course information, learning outcomes, expectations, responsibilities and other relevant information for the term as required by applicable laws, rules, and regulations.

A. Each faculty member assigned to teach an academic credit course at the College shall prepare develop a course syllabus for each assigned course in alignment with applicable laws, including ss. 1000.05, 1007.25 and 1007.55, F.S. which provides information in the categories established in the "Sample Course Syllabus" document available from the office

~~of instructional affairs. The course syllabus shall be made available to each student enrolled in the course.~~

B. Copies of individual faculty course syllabi shall be maintained in the appropriate department/School offices and be accessible through the College website in accordance with applicable laws.

II. The College President or designee(s) shall adopt procedures to implement this policy.

Policy History:

Adopted 2-19-92; Amended 11-18-92; Amended 02-05-2026; Formerly 6Hx28:08-21

Related Documents/Policies:

Sample Course Syllabus Document

Procedures:

I. Definitions:

A. Location: Where a course is being offered (e.g., College campus, online)

B. Modalities: Modes of course delivery options available at the College that include the following types:

1. Face to Face: An in-person class experience with faculty and students scheduled to meet on a College campus location on specific days and at specific meeting times.

2. Mixed Mode: In accordance with the Florida Department of Education, a learning experience for the student that is a combination of face to face/in-person class and online learning. The student will:

- a. meet at a College campus location on specific days/meeting times with faculty and other students; and
- b. complete education coursework online by specified due dates using the College's Learning Management System Portal (e.g., Canvas).

3. Online Course: A learning experience for the student to engage fully online from a remote location using the College's Learning Management System by:

- a. accessing course materials online when it is convenient for the student to learn (without scheduled class times); and
- b. completing assignments online by specified due dates.

II. Syllabi Requirements: All course syllabi shall include, but are not limited to, the following components:

- A. Instructor name;
- B. Course name, prefix, number, and course reference number;
- C. Course location/modality;
- D. Course description, in alignment with ss. 1000.05, 1007.24, 1007.25 and 1007.55, F.S.;
- E. Student engagement and participation;
- F. The course curriculum in alignment with ss. 1000.05, 1007.25 and 1007.55, F.S.;
- G. The goals, objectives, and student expectations of the course;
- H. The required instructional materials;
- I. Student assignments, including at a minimum, the assignment title, a brief narrative description of the assignment, and, if applicable, any required readings;
- J. How student performance will be measured and evaluated, including the grading scale and methodology;
- K. Applicable academic calendar dates; and

L. Applicable academic policies.

III. Syllabi Development and Review

A. Faculty shall:

1. Develop a course syllabus for each assigned course that provides information with categories established in the “Sample Course Syllabus” document (available from the Office of Academic Affairs), in alignment with ss. 1007.25 and 1007.55, F.S.;
2. submit syllabi content to the College syllabus management system by the deadline date established by their respective dean in order to meet the syllabi posting requirement, as established in Procedures Section IV.;
3. make a copy of the posted syllabus available to course enrolled students; and
4. consider potential academic impacts to students of changes to the syllabi. Any updates to the syllabi must be:
 - a. communicated to course enrolled students as soon as possible; and
 - b. updated on the College syllabus management system.

B. The Dean, Associate Dean, or Assistant Dean, as appropriate, shall:

1. review each course syllabi to ensure alignment with this policy and applicable law, rules, and regulations; and
2. collaborate with Online Learning and Academic Operations to ensure the College is compliant with syllabi posting and reporting requirements in accordance with 6A-14.092, F.A.C.

IV. Syllabi Posting Requirements

- A. The College will publish on the College website all course syllabi for each course section as early as feasible but no later than forty-five (45) days prior to the first day of class for each term.
- B. Limited Exceptions to the Forty-Five (45) Day Syllabi Posting Requirements: For course sections with a limited exception under this paragraph may post a master course syllabi that includes course content, learning outcomes, and requirements that must be followed by all faculty who teach the respective course. The master

course syllabi shall be replaced immediately as soon as the final course section syllabi becomes available. Limited exceptions are as follows:

1. A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and/or
2. The course section is added after the forty-five (45) day notification deadline.

V. Syllabi Reporting Requirements: The College shall follow reporting requirements by September 30th of each year in accordance with 6A-14.092, F.A.C.

Procedure History:

Adopted 02-05-2026

Date of Last Procedure Review: 02-05-2026