

## Syllabus Checklist

All instructors should distribute their syllabus to students during the first day of class of each semester, including summer. A copy of the syllabus should be submitted to the appropriate Dean and Division by the end of the first week of the semester. Syllabi are kept on file in the Division Office.

Note: The order and presentation of information is at the instructors' and divisions' discretion.

[CTTL Templates for Canvas Syllabus](#) (Skyline Faculty Repository)

### I. Essential (Required) Information:

- Semester and year
- Instructor's name
- Office hours - days, times, location, and modality
- Office phone number and/or District e-mail address
- Course title, number, and CRN (Course Record Number)
- Class meeting day(s), time(s), and modality(s) (*if applicable*)
- Class meeting location (*building and room number*)
- Class units (*e.g. 4 units*)
- College Catalog Course Description
- Student Learning Outcomes (*Note: SLOs On Syllabi Are Required By ACCJC Accreditation Standards*)
- Course prerequisites, co-requisites, and/or advisories (recommended preparation)
- Required textbooks, materials, and supplies
- Assessments and how they are graded (Points or Percentage) such as:
  - Exams/Quizzes
  - Projects
  - Presentations
  - Homework/Classwork
  - Portfolios
  - Discussions
  - Writing Assignments
  - Class Participation (include specifics)
    - Note: You may not use attendance for grading
  - Other graded work
- Final exam date and time (see [final exam schedule](#) in the Class Schedule)

Note: Any changes to scheduled final exam day or time must be approved by your dean.

- Clear Grading Scales, Policies, and Evaluation Criteria - (*explanation of contract or alternative grading systems if used*)
- Grading scale for the final semester grade
- Important Dates (see [academic calendar](#) in the Class Schedule)
- Your AI Policy\* (new requirement by CVC-OEI rubric in 2026-27 for courses taught in distance education format) - Stoplight Framework [samples here](#)
- Recommendation on Artificial Intelligence Notification
  - We recommend that all faculty have a statement on artificial intelligence use in their course syllabus. Drafting of artificial intelligence syllabi language can be guided by frameworks such as the Stoplight Framework, which has been introduced and recommended at the District Academic Senate. Faculty should consider the following syllabus statement elements:
    - Student-use of AI
    - Faculty-use of AI
    - Academic Integrity, Plagiarism & Copyright
  - Faculty can consult the following SMCCCD syllabus statement resources:
    - [SMCCCD Syllabus Guidance](#)
    - [Sentient Syllabus Resource Guide](#)
    - Stoplight Framework [samples here](#)
  - We further recommend that statements related to artificial intelligence are regularly updated, as the nature of AI continues to evolve.

The highlighted items above can be found on the **Course Outline of Record (COR)** in [CurricUNET](#). Be sure to select the “active” version of your course to find the current information.

See Section III for statements required for legal compliance.

## II. Additional Course Information (recommended as applicable)

### *Logistics*

- Lab availability (computer labs, language labs, science labs, etc.)
- Tutoring or additional support
- Recommended textbooks, materials, and supplies
- Withdrawing from the course (in line with college policies)

### *Topics and Assignment Details*

- Units/topics and estimated dates
  - Suggested disclaimer: Course content and schedule are subject to reasonable change at the instructor's discretion.
- Content assignments (readings, videos, other materials)
- Homework assignments and/or projects, and due dates (or refer to Canvas course calendar)
- Extra-credit assignments
- Tentative exam dates, format, and time allowed
- Additional Important Dates

### *Instructor/Course Policies*

- Make-up or Late Work
- Attendance/Punctuality
- Cell Phone/Computer Usage
- AI Usage (required for DE courses as of 2026)
- Classroom Policies (visitors not allowed, food and drink, safety and health), [Skyline College Public Safety website](#)
- Other behavioral issues that are important to you as the instructor
- Consider any class norms or if you will have students co-create class norms

## III. Required Statements for Compliance Purposes

These must be on the syllabus for compliance purposes, but can be placed towards the end if the flow is better that way:

- **Course Information and Degree Applicability:**  
Official information about course transferability and degree applicability is stated in the Skyline College Catalog. Information about course transferability and degree applicability is updated on an annual basis. For the most current information about course transferability, consult a Skyline College counselor and/or [ASSIST](#), the online transfer information database. For the most current information regarding Associate Degree requirements, please consult a Skyline College counselor and/or the [Skyline College Catalog](#).
- **Academic Adjustments for Students with Disabilities:**  
In coordination with the [Educational Access Center](#) office, reasonable accommodation will be provided for eligible students with disabilities. For more assistance, please

contact Melissa Matthews in the Educational Access Center (EAC) Bldg 5, Room 132 or call (650) 738-4280.

- **Academic Integrity\*:**

The work you submit/present must be your own. All paraphrases and quotations must be cited appropriately. The [Skyline College Student Handbook](#) has a complete statement defining cheating and plagiarism, available online. If you are caught cheating or plagiarizing another person's work, you may be disciplined in one (1) or more of the following ways:

1. You may be given an F on the assignment;
2. You may be referred to the College Disciplinarian for further sanctions which range from a warning to expulsion from Skyline College.

(You may wish to also link to your AI Usage policy.)

- **Class Conduct Expectations:**

Students are responsible for adhering to the Code of Student Conduct outlined in the [Skyline College Catalog](#) and the [Skyline Student Handbook](#), available online. Students who engage in disruptive behavior—conduct that interferes with the instructional, administrative, or service functions of the course – can be subject to disciplinary action, including suspension and/or expulsion from the course and/or college.

- **Financial Aid:**

To maintain financial aid eligibility at Skyline College, students must meet all Satisfactory Academic Progress (SAP) criteria as outlined below.

1. Minimum 2.0 Cumulative Grade Point Average (GPA)
2. Minimum 67% Cumulative Completion Rate
3. Cannot exceed 90 attempted units

If a student has been suspended for not meeting these SAP standards, they may submit an appeal if they faced special circumstances that affected their academic performance. For further details about this policy and the appeal process, visit the Skyline College [Satisfactory Academic Process](#) webpage.

- **Means of Communication:** To avoid missing important messages from the college/District employees, please activate your student email account by logging into [My SMCCCD webpage](#) if you have not already done so. Messages regarding your registration status, as well as other necessary information, will be sent to you through this means of communication.

*How to Forward Your my.smccd.edu Email to Another Email Address:*

Skyline College will use your **my.smccd.edu** email account to share information with you. If you don't check that email, you may miss important news. If you don't want to

check your **my.smccd.edu** account, and would rather use an email account such as gmail please take a few minutes to set up forwarding for your **my.smccd.edu** email to your regular account. Follow these steps:

1. Go to [Websmart](#).
2. In your student account area, click on the link that says "New! Student Email"
3. Here, you may view your email address and password, and you may reset your password.
4. IMPORTANT: Open your **my.smccd.edu email**.
5. Click "Settings" at the top of the page.
6. Click the "Forwarding and POP/IMAP" tab.
7. Under Forwarding, click the "Forward a copy of incoming mail" button.
8. Enter the email address you want to forward your email to
9. Click "Save Changes.

#### IV. Recommended (Optional) Resources and Support Information:

##### *Available Student Support Services and Resources*

- <https://skylinecollege.edu/catalog/studentresources/> (one stop shop)
- You may also want to add links to library, learning center, etc. or use the built-in Canvas templates that include this.

##### *AB 2881 Resources for Students with Dependent Children*

- Per Assembly Bill 2881, faculty are encouraged to add the following resource information to their course syllabus or Canvas links:
- <https://skylinecollege.edu/studentresources/basicneeds.php> (child care, food, transportation)

##### *Optional Statement of Support for Undocumented Students (samples)*

There are two options for faculty to use or modify, a long version and a short version (both below).

Long version:

Support for Undocumented Students and Those Affected by Immigration Enforcement

**As an instructor, I recognize the resilience and determination that our undocumented and immigrant students bring to Skyline College.** The San Mateo County Community College District affirms under the California Constitution that all students, faculty, and staff— regardless

## Skyline College Curriculum Committee & CTTL

of immigration status— have a right to privacy and the inalienable right to attend campuses which are safe, secure and peaceful.

I understand that these are challenging and uncertain times, and that concerns around immigration can create fear and anxiety. If you are experiencing difficulties that impact your attendance or coursework, please reach out so we can make a plan together for your success. I am committed to working with you and ensuring you have the support you need to continue in this course. I stand in solidarity with our undocumented students and all those impacted by immigration-related issues.

**Please know that you are not alone**, and you have the right to access our campus support services. **The Undocumented Community Center (UCC)** offers **confidential support** to students and their families, including access to legal aid, state financial aid, academic counseling and other essential resources. If helpful, I can assist in connecting you with the UCC to learn more and receive confidential support.

**Visit:** Building 1, Room 1-219 | **Email:** [skylineucc@smccd.edu](mailto:skylineucc@smccd.edu) | **Website:** [skylinecollege.edu/ucc](http://skylinecollege.edu/ucc)  
For **district-wide undocu student resources**, visit: [smccd.edu/undocu](http://smccd.edu/undocu)

Short version:

Support for Undocumented Students and Those Affected by Immigration Enforcement

I understand that these are challenging and uncertain times, and that concerns around immigration can create fear and anxiety. If you are experiencing difficulties that impact your attendance or coursework, I want to support you. Please reach out so we can make a plan together for your success. I am committed to working with you and ensuring you have the support you need to continue in this course. I stand in solidarity with our undocumented students and all those impacted by immigration-related issues.

**Please know that you are not alone.** In addition to the support I can provide in this course, you have the right to access campus resources. **The Undocumented Community Center (UCC)** offers **confidential support** to students and their families, including legal aid referrals, state financial aid assistance, academic counseling, and other essential resources. If helpful, I can also assist in connecting you with the UCC.

**Visit:** Building 1, Room 1-219

**Email:** [skylineucc@smccd.edu](mailto:skylineucc@smccd.edu)

**Website:** [skylinecollege.edu/ucc](http://skylinecollege.edu/ucc)

For district-wide undocumented student resources, please visit: [smccd.edu/undocu](http://smccd.edu/undocu)

### *Student Success*

- Warnings of potential pitfalls and advice/strategies for avoiding them
- Recommendations for staying on track

- Positive statement of support/resources to help students succeed

#### V. Additional Faculty Information (optional, or put in Canvas)

- Biography
- Website
- Other methods of contact
- Teaching philosophy
- Additional information

#### IV. Suggestions for Syllabus and Canvas intro Module

- Use a welcoming tone and friendly language, in addition to the required legalese.
- Consider using a DesignPLUS Canvas template ([LINK](#)) or consulting with [CTTL](#) instructional designers on making a user-friendly syllabus option in Canvas
- Layout matters! Consult with an instructional designer if needed.
- Consider reviewing the syllabus with students or having a fun icebreaker activity, quiz, or similar for students to familiarize themselves.
- In Canvas, break the syllabus into sections using Pages function inside a Welcome Module for easy access

Welcome and Key Class Information (Sample)	
Welcome to CUPC-100 SAMPLE HOME PAGE	✓
Course Overview: What Will We Learn About? (sample)	✓
Meet Your Professor (Sample)	✓
Required Texts & Technology (Sample)	✓
Required Coursework (Sample)	✓
Policies on Grading, Attendance, Late Work (Sample FOR GRADING CONTRACT)	✓
Academic Honesty Policy (Sample)	✓
Class Syllabus Page (Sample with downloadable file attached)	✓
Student Resources and Support	✓

[Book an appointment with CTTL](#)

[CTTL Syllabus Resources](#)

## Course & Section Title Here



Dr. Clare Fraiser  
Teacher  
fraiser@smccd.edu  
(510) 678-9000  
Bldg 6, Room 222

### Instructor Introduction

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



Course Syllabus	▲
Course Communication	▲
Course Description	▲
Course Technology	▲
Logistics	▲
Grading	▲
Student Support Services	▲
Standards of Conduct	▲
Expectations	▲
Assignments	▲