



College of The Albemarle Procedure

Procedure Number: 3-14.1P

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Title: Classroom Procedures

Related Policy and Procedures:

Division of Responsibility: Division of Learning

October, 1994; February, 2003;

January, 2007; December, 2013

October, 2017

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to establish common operating standards for all academic courses.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

- A. Instructors in academic courses and programs shall follow the details below to ensure consistent protocols in courses.
 1. Attendance
Class assignments and schedules are posted in advance by the college. First-day curriculum rosters are prepared at the beginning of each term. Changes in the rosters will be made only upon official notification from the Director of Enrollment Services/Registrar office.
 2. Course Syllabi
At the beginning of each semester, faculty members are required to provide students with the approved syllabus for the course.

Components of a course syllabus include:
 - a. Faculty contact information and office hours
 - b. the course description as it appears in the college catalog
 - c. a statement of rationale for the course
 - d. the number of contact and credit hours



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- e. course prerequisites and corequisites
 - f. the textbook with the ISBN number
 - g. responsibilities of instructor and students
 - h. course attendance policy
 - i. evaluation and grading techniques
 - j. expected student learning outcomes
 - k. an ADA statement
 - l. a tutoring support services statement
 - m. the campus wide withdrawal policy statement
 - n. statement on religious observance
 - o. a campus security statement
- B. Program and Departmental Handbook
- Programs or courses which have a handbook that must be followed will provide students with an updated version and go over the requirements the first day of class. Students shall indicate compliance with the requirements of the handbook by signing and dating the agreement form located at the back of the handbook.
- C. Hazardous Material/Dangerous Environments
- Instructors who teach classes in which students use hazardous materials or equipment are responsible for outlining safety information and emphasizing "safety first" from the first day of classes. The current Material Safety Data Sheets (MSDS) shall be clearly posted in the classroom or lab.