Pikes Peak State College (PPSC) Educational Procedure

EP 120 Appendix A – Course Syllabus Template

Originated:
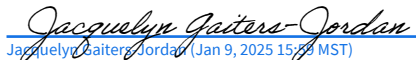
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Revised:

December 2024

References:

Institutional Syllabus | Pikes Peak State College

Approved By:

Jacquelyn Gaiters-Jordan
Vice President for Instructional Services, Pikes Peak State College

Jacquelyn Gaiters-Jordan
Jacquelyn Gaiters-Jordan (Jan 9, 2025 15:29 MST)   01/09/2025
Signature   Date

Joseph Miller
Faculty Senate President, Pikes Peak State College

Joseph Miller   01/10/2025
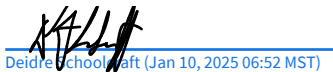Signature   Date

Deidre Schoolcraft
EP Committee Chair, Pikes Peak State College

Deidre Schoolcraft (Jan 10, 2025 06:52 MST)   01/10/2025
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I. Purpose:

For use as a template for all Pikes Peak State College (PPSC) courses.

II. Scope:

This procedure applies to all PPSC faculty and instructors.

III. Procedure:

Course Name [Insert here]

Course Syllabus

General Course Information

Course Number and Section*:*

Meetings Days:

Meetings Times:

Course Dates:

Location*:*

Semester:

Instructor Information

Instructor:

Instructor Email:

Office Telephone:

Office Hours:

Division Office:

Important Dates

Drop Date:

Withdrawal Date:

Holidays:

Course Description

For a complete list of course objectives, visit the master course syllabus. The master course syllabus contains important information about the transferability of this course, applicable content criteria, applicable general education competencies, course description, course learning outcomes, and topical outline.

Prerequisite Course

Course Materials

Course Structure

Explanation of Assignments/Course Expectations

Quizzes

Exams

Papers

Late Policy

Extra Credit Options

Assignments Point Value

Assignments	Point Values

Students may access their grades on PPSC MyCourses/D2L platform.

Grading Scale

Grades	Percentages
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Institutional Syllabus & Student Services

Institutional policies regarding academic honesty, plagiarism, student conduct, accreditation, Americans with Disabilities Act, assessment, classroom attendance policy, course evaluation, grading, withdrawals, incomplete grades, grade change requests, and student concerns are found in the institutional syllabus.

Students are encouraged to take advantage of the many student services available at PPSC, such as accessibility services, counseling, tutoring, advising, financial aid, scholarship opportunities, military and veteran programs, student experience and leadership and many more.

Academic Honesty

Plagiarism and cheating will not be tolerated and will result in a zero on the assignment. The dean of students will also be notified as well.

CLASS SCHEDULE (Monday & Wednesday Classes)

Date	Chapter/Topic	Assignments Due
Aug 27		
Aug 29		
Sep 5		
Sep 10		
Sep 12		
Sep 17		
Sep 19		
Sep 24		
Sep 26		
Oct 1		
Oct 3		
Oct 8		
Oct 10		
Oct 15		
Oct 17		
Oct 22		
Oct 24		
Oct 29		
Oct 31		
Nov 5		
Nov 7		
Nov 12		
Nov 14		
Nov 19		
Nov 26		
Nov 28		
Dec 3		
Dec 5		
Dec 10		
Dec 12		

*This schedule is subject to change

CLASS SCHEDULE (Tuesday & Thursday Classes)

Date	Chapter/Topic	Assignments Due
Aug 28		
Aug 30		
Sep 6		
Sep 11		
Sep 13		
Sep 18		
Sep 20		
Sep 25		
Sep 27		
Oct 2		
Oct 4		
Oct 9		
Oct 11		
Oct 16		
Oct 18		
Oct 23		
Oct 25		
Oct 30		
Nov 1		
Nov 6		
Nov 8		
Nov 13		
Nov 15		
Nov 20		
Nov 27		
Nov 29		
Dec 4		
Dec 6		
Dec 11		
Dec 13		

*This schedule is subject to change

EP 120 A Course Syllabus Template 12.18.2024

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