

Guidelines for Student Access to Syllabi

WVC Policy on Access to Course Syllabi

Endorsed by WVC Academic Senate on Nov. 8, 2022.

Accessible syllabi for all courses at WVC, regardless of the modality of instruction, will be published within the course shell of the College's learning management system (LMS). The syllabus can be posted within the course in a variety of formats including, but not limited to:

- As a page within the LMS (for ex., a Canvas course page)
- Use of a syllabus tool within the LMS (for ex., Canvas syllabus)
- A file uploaded into the course shell (for ex., a Word doc or pdf file)
- A link to a webpage or website posted within the course shell (for ex., link to a Google page)

Rationale

Access to class and instructor information is an important factor in reducing student stress, and ultimately improving student retention in a course, regardless of the modality of instruction. Faculty are encouraged to use the [WVC Accessible Syllabus template](#).

The accreditation process requires the College to make available all course syllabi to the accreditation team. Posting or linking of the course syllabus within the College's learning management system (LMS)—for ex., Canvas—is the next step in addressing students' needs.

Regulations

According to the ACCJC Standard II: Student Learning Programs and Support Services, A: Institutional programs, #3:

"The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline."

A review criteria that reflects the above and that is relevant for the WVC Policy on Access to Course Syllabi is: "Institutions have structures in place to verify all students receive a course syllabus."

(Source: ACCJC, *Guide to Institutional Self-Evaluation, Improvement and Peer Review*, Aug. 2022 edition)