Syllabi:
1. All course syllabi must conform to the standard NCTA format.
2. Syllabi generally include a scheduled start and stop time for lectures and laboratories (for example, “Lecture: M, W, F 9-9:50; Laboratory: T, R 8-9:15”). This component is not required for online classes, internships, practicums, or similar classes.
3. For courses meeting shorter or longer than the standard 16 week schedule, the date the course starts and ends should be indicated on the syllabus.
4. Syllabi are submitted at the end of the second week of each semester to the Associate Dean’s office.

Faculty absence and class cancellation:
All class meetings must occur at the time and place indicated in the approved course schedule.

Exceptions must be approved as follows:
1. field trips – secure prior division chair approval
2. faculty sick leave
   a. Twelve-month faculty are required to record sick leave through the online Firefly system.
   b. Nine-month faculty requiring sick leave for short duration illness must inform their department office and make provisions for course responsibilities.
   c. Nine-month faculty requiring sick leave for a duration longer than three days should contact the human resources office to discuss compensation and documentation requirements as well as other procedural requirements.
3. faculty professional development – follow faculty leave policy - requires approval of division chair
4. weather emergencies – follow approved college policy
5. other personal leaves (funeral leave, other exceptions) - all are preapproved, if feasible, following college protocol.
6. other emergencies and exceptions - all are preapproved, if feasible, following college protocol and communicated to division secretaries. If preapproval is not possible, division office and dean’s office is to be informed as soon as possible.

Leave reimbursement procedures:
Faculty who are absent for professional reasons must submit the appropriate travel requests for proper reimbursement. It is the faculty members responsibility to obtain the receipts for registration, motels or other written documentation with the individual's name on the receipt. State purchasing requirements do not allow credit card receipts of charges, receipts showing several names or plain paper receipts without letterhead labeling. Cost of meals are allocated based upon time of departure and arrival. See the business office for specific time specifications.

Final exam schedules:
1. All 16 week courses holding final exams are to give those exams during the scheduled final exam time in the final exam week. Final exams may not be given during the last week of classes.
2. Final exams for eight week courses held during the first eight weeks of the semester are given during the last one or two lecture days of that semester.