**LC State Course Prefix & Number: Course Name**

Dual credit course syllabi MUST include the name of the college (logo above is recommended).

**Instructor:**

**Email:**

**Telephone:**

**Office Hours:** if applicable

**Semester and Year:**

**Credit Hours:** # of Credits

**General Education**

If your class is Gen Ed, list the Gen Ed core competency that it falls under. *Example* “General Education Competency Area: Mathematical Ways of Knowing”. Otherwise, delete this area. Consult with your faculty liaison for more information.

**Course Description**

Use the official college description from the LC State [course catalog](http://catalog.lcsc.edu/)

**Pre-requisite / Co-requisite**

List requirements necessary to enroll in the dual credit class. These may be fulfilled by high school courses, standings, and/or specific approvals.

**Course Learning Outcomes**

Your faculty liaison can provide the specific outcomes for the General Education area this course falls under (if applicable). All learning outcomes noted should match those of the campus course.

“Upon successful completion of this course, students should be able to demonstrate the following competencies:”

1. List objectives

**Required Text/Materials**

List textbooks, supplemental items, etc.

**Communication Policy**

Provide information about the best way and times to contact the instructor, and the expected turn-around time for responses. Ex “Email is the best way to reach me. I will reply to emails within 24 hours M-Th, and by the end of Monday for emails received Fri-Sun.”

**Grades**

**Grading Policy/Evaluation**

Specific breakdown of your grading scale; include grade categories (Exams, Projects, Discussions, etc.) Please include whether assignments will be weighted or total points. Discuss all rules and policies related to course grading (late material, make-ups, incompletes, etc.)

**Grading Scale**

LC State uses the +/- system. [The LCSC Registrar website](http://catalog.lcsc.edu/student-affairs/registrar-records/#gradingtext) offers information about grading.

| Letter | Percentage |
| --- | --- |
| A | 100 – 93 |
| A- | 92.99 – 90 |
| B+ | 89.99 – 87 |
| B | 86.99 – 83 |
| B- | 82.99 – 80  |
| C+ | 79.99 – 77  |
| C | 76.99 – 73  |
| C- | 72.99 – 70  |
| D+ | 69.99 – 67  |
| D | 66.99 – 60  |
| F | Below 60 |

**Course Assignments**

List assignments/details here

**Course Schedule**

Recommended that course schedule be listed by dates or weeks for clarity

Week 1 or Month/Day:

Week 2 or Month/Day:

“\*The instructor reserves the right to make changes to the course schedule, as needed, to accommodate situations that may arise throughout the semester/year.”

**Shared College Information**

The following addendum material is updated regularly and available on the [Academic Affairs, Information for Faculty](https://www.lcsc.edu/academic-affairs/information-for-faculty) webpage.

**Consumer Information**

The Higher Education Act of 1965 (amended in 1988 and 2008) requires all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, LC State has developed a [consumer information webpage](https://www.lcsc.edu/consumer-information) for your reference.

**Student Rights and Responsibilities**

Students are responsible for knowing their program requirements, course requirements, and other information associated with their enrollment at LC State. Students should review the [LC State General Catalog](http://catalog.lcsc.edu/) and the [LC State Student Handbook](https://www.lcsc.edu/media/13291/lcsc-student-handbook-8923-upload.pdf) for more information.

**Academic Freedom**

Lewis-Clark State promotes, values, encourages, and creates an environment that adheres to the principle of academic freedom. Deep at the institutional core is the intellectual pursuit of all knowledge and theories, thought, reason, and perspective of truth for all LC State students, faculty, staff, and administrators.

A students’ right to academic freedom and expression are specifically identified in the student handbook, which essentially states concepts expressed in the classroom are for educational purposes, and a student’s adherence to any belief system will not be used as evaluative criteria.

**Artificial Intelligence (AI)**

It isrecommended instructors include a statement documenting the AI usage expectations for their course*.* The [Academic Affairs, Information for Faculty website](https://www.lcsc.edu/academic-affairs/information-for-faculty) offers several AI Statements to help instructors relay expectations of how students may use AI for the course.