



Course Number:
Course Name:
Semester: Fall 2025
Meeting Time and Place:
Instructor Name:

Instructor Contact Information

Office Location:
Student Hours:
Phone:
Email Address: @rcu.edu

Course Description

Catalog Description

After the catalog description is provided, you may then address items of particular concern and interest (to you) that will also be addressed in the course.

Required Materials

*This class participates in our online bookstore's First Day Inclusive Access program. You can access course electronic materials through Canvas for free for the first two weeks of class, then the cost will be billed to your student account. If you choose to purchase a book elsewhere, you are free to do so, but you **MUST OPT OUT** of the Canvas electronic materials by the second Friday of class or your student account will be billed.*

Learning Goals and Outcomes

If the course satisfies a general education requirement (see General Education section of course catalog) list the EPIC Learning Goal addressed in this course in Item 1. If the course fulfills a degree program requirement (see Programs of Study in the course catalog) then list Program Learning Outcomes addressed in this course.

1. **EPIC Learning Goals** List the EPIC Learning Goals to which this course is aligned.
2. **Program Learning Outcomes (EPIC Learning Goal Alignment)**
 - o PLO 1 (Exploring)
 - o PLO 2 (Preparing)
 - o PLO 3 (Integrating)
3. **Course Learning Outcomes** Develop and list course learning outcomes (CLOs) – what you expect that a student will be able to know or to do as a result of completing this course. CLOs must be linked, explicitly or implicitly, to coursework and assessment. *Some courses have standardized outcomes; ask your director or chair for details.*
 - Upon completion of this course, each student should be able to:
 - o CLO 1
 - o CLO 2
 - o CLO 3

Course Identification in Programs

If applicable, indicate specific program or licensure/certification requirements (e.g. content courses for teacher education) the course fulfills, including any specific standards addressed in the course. If applicable, indicate the General Education requirements fulfilled in this course.

- o Special Program or Licensure requirements
- o **General Education**
This course addresses the EPIC Learning Goal **insert EPIC Learning Goal** and satisfies the **insert category here** requirement in Rochester University's General Education Program

Coursework and Assessment

1. **Course Outline*** (Provide a breakdown of weekly expectations or semester schedule.)
 - o Click here to enter text.
 - o *Note: The schedule is subject to change based upon extenuating circumstances.
2. **Grading Scale**

A	93.0-100%	B-	80.0-82.9%	D+	67.0-69.9%
A-	90.0-92.9%	C+	77.0-79.9%	D	63.0-66.9%
B+	87.0-89.9%	C	73.0-76.9%	D-	60.0-62.9%
B	83.0-86.9%	C-	70.0-72.9%	F	0.0-59.9%
3. **Basis for Evaluation** List specific coursework, quizzes, and/or exams that will be required of students to complete the course. This list should identify the CLO(s) being addressed through the exam or assignment, the method by which the specific coursework and tests will be assessed and graded, and how coursework and exams will be weighted to calculate final grade.

[Please mark any assignments related to calling or vocation with **V. These could include personal journals, etc.]**

Course Policies and Information

1. **Academic Integrity:** Academic integrity includes properly citing sources, creating original work, avoiding unauthorized collaboration, and avoiding unauthorized use of artificial intelligence. All breaches of academic integrity are recorded internally to RCU, with more serious sanctions also reported on the student's official transcript. See RCU's [Code of Academic Integrity](#) for more information.
2. **Attendance Policy:** Rochester Christian University expects regular and punctual attendance, and requires instructors to record attendance weekly. **[faculty insert their departmental or individual policy here]**. See RCU's [full attendance policy](#) for more information.
Optional: Indicate this course's policy for remote attendance, e.g. under what circumstances, if any, students would be allowed to participate via Google Meet or Zoom.
3. **Online Course Shell:** This course has a website in Canvas available at rochesterchristianu.instructure.com. Optional: Indicate how the Canvas site will be used to enhance this course.
4. **Withdrawal Date:**
 - o **Sixteen-Week Courses:** The last day to withdraw (reflected on the transcript) is **Friday, October 31, 2025**. Full refunds are issued for drops (unless you are still within the 12-18 hour block), and refunds are limited or non-existent for withdrawals depending on the date.

- **Eight-Week Courses:** Students may drop this course only if they have not participated. The last day to withdraw (reflected on the transcript) for session A is **Friday, September 26, 2025** and **Friday, November 21, 2025**, for session B. Full refunds are issued for drops (unless you're still within the 12-18 hour block), and refunds are limited or non-existent for withdrawals depending on the date.
 - To drop a course, please fill out the course add/drop/withdrawal form at <https://my.rcu.edu/>
 - The institutional calendar can be found in the course catalog <https://rc.smartcatalogiq.com/2025-2026/course-catalog-2025-2026/academic-calendar/>
5. **Arrangements for Students with Disabilities:** In compliance with the Americans with Disabilities Act of 1990, Rochester Christian University provides reasonable accommodations for all persons with disabilities. If you are seeking accommodations, you are required to register with the Disability Services office. Please visit <https://rcu.edu/ada-accommodations/> to learn more about the accommodations process and apply for accommodations. If you have questions about the process please contact the Accommodations Officer (248-218-2294) or accommodations@rcu.edu). Please note that **lectures may be recorded** by students with disabilities who require auxiliary aids to ensure equal access in the classroom. Instructors and classmates may not forbid the use of an aid that has been approved by the accommodation officer.
 6. **RCU Emergency Guidelines:** For your safety, during the event of a campus lockdown, the professor/instructor is in charge and students are instructed to follow the directions of their professor or instructor. Please familiarize yourself with the RCU emergency guidelines located at <https://rcu.edu/campus-safety/>.
 7. **ACE:** The Academic Center for Excellence (ACE) offers free peer tutoring sessions, online tutoring support, study resources, computer and printer stations, and much more for all Rochester Christian University students. For more information, email acelab@rcu.edu.
 8. **Ham Library:** The library offers professional research assistance from librarians and access to resources in varying formats to the Rochester Christian University community. Patrons can access books, scholarly journal articles, and streaming videos and even check out laptops, puzzles, board games, binoculars, & ukuleles. The library also offers printing, photocopying, laminating services, and quiet study spaces. For more information, visit the [Ham Library Home Page](#)
 9. **Student Well-Being:** If you are experiencing challenges (such as mental health, food insecurity, homelessness, personal emergencies, etc.) that are interfering with your coursework, you are encouraged to notify your instructor, or contact the Student Services Coordinator or the Dean of Students for support and referrals to campus and/or community resources.
 10. **Inclement Weather:** Announcements regarding campus closures are posted on my.RCU.edu.
 11. **Grievance and Appeals:** For academic-related appeals, please fill out the Academic appeal form. For all non-academic grievances, please fill out the Grievance form. Both forms can be found at my.rcu.edu.

Other Course Policies and Information

These are optional. They include, but are not limited to the following:

1. **Mission:** Rochester Christian University prepares students to succeed professionally and personally as they serve in God's world.

