Syllabus Template Update Log

This log was started in January 2019 to track updates to GCC's Syllabus Template and Optional Elements documents. Updates are listed in reverse chronological order so the most recent changes are at the top of the table below:

Date of update	Document edited	Changes made
10/9/2025	Syllabus Template	1. Instructor Response Time statement added to templates. A.R. 3.6 now requires this statement.
5/21/2025	Optional Elements	1. RSI statement added to Optional Syllabus Statements Document
11/7/24	Optional Elements	1. "Pregnant or Parenting Students" removed from optional elements since it is now required as part of the new Title IX statement from the district.
10/30/23	Optional Elements	1. Added AI Syllabus Statements 2. Added Pregnant or Parenting Students statement
7/11/23	Optional Elements Covid Optional Statements	1. Took all remaining Covid syllabus optional statements and added to the Optional Syllabus Statements Document (so combined the two) 2. Updated link to reporting Covid to https://www.maricopa.edu/covid-19 3. Added AI Syllabus Statements from the district work group that were sent out in mid May 2023 to the Optional Syllabus Statements.
1/20/23	Optional Elements	1. Updated links to GCC's college catalog and student handbook on p. 2
12/9/2022	Syllabus Template	1. Changed green text coaching contact hour example to read: "A typical 3 credit hour course (meeting 3 x per week), in 15 week semester is 37.5 instructional contact hours (2250 minutes) and 90 student out-of-class hours per semester."
11/22/2022	Syllabus Template	1. Added "A.R. 3.6 requires "Instructional Contact Hours and Out-of-Class Student Work" be included in all course syllabi" to coaching in the Instructional Contact Hours section.
11/15/2022	Syllabus Template	1. Changed "per week" to "per semester" under contact hours. 2. Changed coaching in green to reflect language from

		A.R. 2.3.1 under contact hours. 3. Linked to more examples of time required calculations under contact hours.
8/23/2022	Syllabus Template	1. Changed word “after” to “within” in the *Attendance Requirements* for Online
08/01/2022	COVID-19 Syllabus Statements	1. Removed *Face Coverings On-Campus* statement
08/13/2021	COVID-19 Syllabus Statements	1. Clarified “while indoors” in the *Face Coverings On-Campus* statement
08/12/2021	COVID-19 Syllabus Statements	1. Restored *Face Coverings On-Campus* statement
07/27/2021	COVID-19 Syllabus Statements	1. Removed *Face Coverings On-Campus* statement
07/12/2021	Syllabus Template	1. Updated *Attendance Requirements* to include Live Online 2. Relabeled *Textbook, Materials and Technology* as *Learning Materials* 3. Moved *GCC Common Syllabus Elements* statement to the top
07/12/2021	Optional Elements	1. Added new sections: ○ *Instructional Grievance Process* ○ *Recording* ○ *Working Ahead* ○ *Student Resources*
10/15/2020	Syllabus Template	1. Updated Attendance Requirements for Online courses to match online course requirements per District Legal.
08/10/2020	Syllabus Template	1. Updated hyperlink to GCC Course Syllabus Standards 2. Removed *Canvas** from *Course Technology Information* section, added sentence that Canvas information can be found in the GCC Common Syllabus Elements 3. Removed *Student Rights & Responsibilities* section* 4. Removed *Classroom Accommodations for Students with Disabilities* section* 5. Removed *Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking* section* 6. Added *GCC Common Syllabus Elements* section 7. Moved “subject to change” disclaimer to end of document

		*available in GCC Common Syllabus Elements
08/10/2020	Optional Elements	1. Removed *Course Technology Information* section* 2. Removed *Academic Honesty* section** 3. Added *GCC Student Resources* section *available in GCC Common Syllabus Elements **available in GCC Common Syllabus Elements under *Academic Integrity*
06/10/2020	Syllabus Template	Updated hyperlinks to the new GCC website: 1. GCC Course Syllabus Standards 2. GCC Academic Calendar 3. GCC Bookstore (full link) 4. Academic Catalog 5. Student Handbook (both types)
04/02/2020	Syllabus Template	1. Aligned P/Z Grading Option with Administrative Regulation 2.3.3: A "P" is judged to be equivalent to a grade of C or higher.
09/07/2019	Optional Elements	1. Added Perusall section.
07/29/2019	Optional Elements	1. Removed "Sexual Harassment" section, now mandatory and included in Syllabus Template under "Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking" section
06/06/2019	Syllabus Template	1. Updated mandatory DRS Syllabus Statement 2. Added mandatory Title IX Syllabus Statement
01/02/2019	Syllabus Template	1. Updated wording of DRS section