



2024-2025 Discovery Academy Student Information & Syllabus Alignment

Course: _____

Teacher: _____

High School: _____

Term: _____

The high school Syllabus/Course Welcome Information must align with St. Cloud Technical and Community College Syllabus/Course Welcome Information. Learning outcomes, assessment strategies and course rigor must be equal to on campus courses.

The syllabus/course welcome information should also ensure that students have comprehensive information about their rights and responsibilities as an enrolled college student at the college.

Directions: Use this checklist to document alignment and ensure required information is communicated to students.

In order to submit this form the SCTCC Faculty Syllabus and High School course syllabus **MUST** be attached.

Student Information Syllabus Alignment Checklist	SCTCC Syllabus/Student Information	High School Syllabus/Student Information
High School/College Name and Address (HS needs BOTH)		
Semester, Year		
Course Title, number, number of credits, description and course outcomes listed		
Required textbook and materials		
Required technology/equipment		
Instructor name, office location, phone numbers, emails, and preferred method of contact (SCTCC and High School)		
Course outline and calendar including assignment due dates		
Student Handbook URL		
Attendance/participation policy		
Student Conduct and Academic Honesty		
Late and make up work policy is clearly stated		
FERPA Privacy Act is clearly explained		
Grading and assessment criteria		
Academic Warning and Suspension		

Submit completed form to Susan Jordahl at susan.jordahl@sctcc.edu



Add, Drop and Withdrawal Information		
Information about Library Services (can reference "See Student Handbook")		
Information about Technology Services (can reference "See Student Handbook")		
Non Discrimination Statement		
Counseling & Advising Services (can reference "See Student Handbook")		
Access/Accommodations (can reference "See Student Handbook")		
Course Credit Transfer Procedure (can reference "See Student Handbook")		
Academic Resource Centers/CASS (can reference "See Student Handbook")		
Classroom Policies*		

*(It is strongly suggested that a statement of student classroom behavior be included in the syllabi. This would define the instructor's policy on talking during class, other disruptive behavior in the classroom, leaving the classroom during class, use of electronic equipment (e.g. laptop computers, cellphones, text-messaging devices) during class, etc. The ramifications of violating this policy should be clearly stated.)

_____ High School Teacher Name

_____ Signature

_____ Date

_____ SCTCC Faculty Mentor Name

_____ Signature

_____ Date