Course Syllabi Requirement Policy

Intent:
The course syllabus is written in order that students and faculty have an established form of the course guidelines and requirements as well as other important information pertaining to the course or instructor.

Policy:
1. It is the responsibility of each Faculty member to file a syllabus with the Office of the Provost and Dean of the College for each course, each semester.
2. A syllabus should consist of the following information:
    a. Identification of the course which includes:
        i. the course number,
        ii. the number of credits,
        iii. the time and place it meets,
        iv. instructor's name,
        v. instructor's office location, hours, and telephone number
    b. A brief course description,
    c. Listing of course objectives,
    d. Calendar of course assignments including:
        i. topics,
        ii. lectures,
        iii. readings,
        iv. projects,
        v. examinations,
        vi. attendance requirements,
    e. Delineation of course requirements to guide students so that they will understand what will be expected of them in the course,
    f. Text and other course materials,
    g. An explanation of how grading will be conducted in the course,
    h. A caveat that indicates that the course schedule and procedures of the course are subject to change in the event of extenuating circumstances.

Procedure:
1. Syllabi should be submitted to the Office of the Provost and Dean of the College by the second week of the semester.
2. Students should receive a course syllabus by the first day of class.

History:
Revised by Nancy Ross
Revised for APC on 10.20.10