

SECTION: General Information
SUBJECT: Course Syllabi
SOURCE REFERENCE:

NUMBER: F/1.7
DATE: Fall 2002
REVISION DATE: 2003, 2008

COURSE SYLLABI

Faculty members will consult the Division Chairperson, Campus Associate Dean, Instructional Site Director, or Department Head for copies of course syllabi. Faculty members are required to disseminate an approved college-wide state-approved course syllabus to each student in each course at the beginning of the semester but must also provide students with a daily/weekly schedule of course work.

A daily/weekly schedule (1) must include all the details necessary for each student to know the full range of requirements in a class; (2) must include an outline that gives the class activities for each class session; and (3) must follow the OFFICIAL SYLLABUS MODEL, a copy of which can be obtained from the office of the appropriate Collegewide Associate Dean. Each semester, a complete copy of each syllabus must be filed with the office of the appropriate Collegewide Associate Dean.