Area: Instruction

Policy Name: Syllabus Requirements

Policy Statement: Each instructor will prepare a course learning syllabus according to the SATC syllabus format for every class he or she teaches.

Procedures: The syllabus is the plan for meeting the requirements of the course and will contain, at a minimum, all the components as described in the SATC syllabus template.

Additional information may be added to the course syllabus; however, no components provided in the syllabus template are to be deleted.

The syllabus will be updated as necessary each semester and filed with the Vice President of Instruction (VPI) before the start of classes each semester.

The syllabus must be reviewed with the students the first day of class.

A copy of the course syllabus should be given to each student at the first class meeting and posted on the Learning Management System.

Contact: Vice President of Instruction

Related Form: Syllabus Template

Adopted: September 22, 2014

Updated: September 2, 2015