



**Area:** Instruction

**Policy Name:** Syllabus Requirements

**Policy Statement:** Each instructor will prepare a course learning syllabus according to the College's 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 College's 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 each semester and filed with the Chief Academic Officer before the start of classes each semester.**

A copy of the course syllabus should be given or made available to each student at the first-class meeting and reviewed with the students on the first day of class. It must also be posted in the course shell in Learning Management System

**Contact:** Chief Academic Officer

**Related:** Syllabus Template

**Adopted:** July 1, 2009

**Updated:** September 22, 2014; September 2, 2015; August 8, 2018; April 26, 2022