



Purpose

To provide policy regarding the preparation and distribution of the course syllabus for Instruction.

General Policy

The official course syllabus for each course in curriculum and continuing education Instruction shall be on file with the departments prior to the first day of class.

The instructor shall be expected to review the course syllabus with each student at the first day of class.

The course syllabus represents a binding agreement between the student and the instructor.

Instructors must use the approved course syllabus template.

Limitations of Syllabus policy

If the course syllabus must be altered during a course, all information except for the attendance and grading policies can be changed. An updated course syllabus must be presented in writing to the department chair and reviewed with the students.