

Course Syllabi

Faculty members will consult the Office of Instruction for copies of state-wide 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) a grading structure. Each semester, a complete copy of each syllabus must be filed with the office of the appropriate Division Chair.