

ADMINISTRATIVE PROCEDURE No. 3309

Course Syllabus

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed:

Faculty members should have a copy of the course outline for each course taught and prepare a course syllabus for each course using the following guidelines:

- Course number and title
- Semester
- Name of instructor, e-mail address, and office telephone number
- Office location and office hours
- Attendance requirements for the class
- Course description and student learning outcomes-program and course
- Textbook(s) and other materials needed
- Outline of course structure and assessment strategies organized by days or weeks
- Grading criteria
- Absence policy
- Information on the academic honesty policy

The course syllabus is to be distributed to the students during the first day of class and a copy submitted to the vice president for instructional affairs.