COURSE SYLLABI OUTLINES POLICY

Division: Academic Affairs

Policy Statement

The Academic Division personnel maintain a Syllabi Repository for the courses taught each term.

Policy Details

All course syllabi/outlines shall be approved by the College using the template approved by the Curriculum Committee and placed on file in the appropriate Academic Division office.

All syllabi must be constructed using the syllabi template found on SharePoint.

All Syllabi must use the approved ADA compliant template and must include a plan of work and course outcomes.

All Syllabi must include the Religious Accommodations Policy language.

Syllabi must be turned into the division office at the beginning of each term.

Procedures

Academic Division personnel collect course syllabi each term and save digital copies in the Syllabi Repository of the Academic Affairs SharePoint site.

Resources

Syllabi Repository

Syllabus Template

Documentation

Definitions

Term	Definition

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
3/02/2004	Policy	Issued	
5/19/2014	Policy	Updated	
5/10/2023	Policy	Transferred to new policy template, minor revisions – no CASA approval needed	William Taylor, VPAA

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 5/11/2023

Next Review Date: 5/31/2026