

INFORMATION REGARDING CLASS PREPARATION & SYLLABI

Policy Number: 4.2.107

Reviewed: 2000, 2003, 2007, 2009

Revised: 8/08, 3/1/12

Faculty members shall prepare a syllabus for each course taught and provide a copy of the syllabus for each student enrolled in the class. One copy shall be kept in the office of the Academic Schedule Coordinator. The syllabus will set forth the course objectives, procedure, course requirements used for establishing student grades, and the means by which students may review their quizzes/exams in that course.

Faculty members should state in the syllabus if any policies may be changed during the quarter. If changes are made, they should provide students adequate time to meet any change in requirements or to adapt to any other changes. Faculty should inform students in writing when changes in policy are effective. Faculty members are encouraged to keep changes to a minimum.