

SUBJECT: Course Outline and Course Syllabus Information

PURPOSE: Establishes parameters for both the course outline, which aligns the course with accreditation requirements, and the course syllabus, which provides information about course content and operation for students so the instructor and students have a mutual understanding of performance expectations and learning outcomes. (Course outline documents appear in Appendix J and course syllabus requirements appear in Appendix K.)

REGULATION: A course outline will be developed for each course by department faculty. All instructors will provide students with a syllabus for every course section offered that contains, as a minimum, the information referred to in Appendix K.

- CONDITIONS:**
1. Every course and workshop will have an outline developed by the department and a copy will be kept in the Curriculum Office.
 2. The course outline will be reviewed at least every three years and revised as necessary.
 3. Instructors will provide each student with a syllabus for each section taught.
 4. Course syllabi will be kept in the department office. (NOTE: See the College's **Curriculum & Instruction** Retention Schedule **in the Curriculum Office** for a minimum length of time for syllabi retention.)
 5. Department chairs **will** work closely with faculty **to ensure** reviews of course outlines and syllabi. **In the absence of a department chair, the faculty will work with the curriculum lead.**

APPROVALS:

Instructional Council
ISP Committee
College Council
College Council
College Council
College Council
College Council
ISP Committee
College Council

August 10, 1994
(Reviewed/Still Current policy/No Change Needed) – November 2, 1999
November 21, 2003
April 7, 2006
April 17, 2009
November 5, 2010
December 2, 2011
(Reviewed/Minor housekeeping appendix renumbering change)—November 8, 2013