**Course Syllabi Policy**

Instructors are expected to prepare a syllabus for each course that is offered and to update the syllabus from time to time. One copy of the syllabus for each course is to be prepared in the template provided and submitted electronically to the Dean of respective school who in turn must forward it the Registrar two (2) weeks prior to each semester. The University provides availability to copiers for duplication service to the instructor for coping syllabi prior to the first day of class. It is expected that the syllabus be made available electronically in the faculty/student portal. Instructors may also distribute a hard copy of the syllabus in class. The syllabus template lists the items to be included in the syllabus including: department and course number, course title and description as stated in the catalog, instructor, course objectives, content in broad outline, text and other materials, reference books, collateral reading, special projects, instructional techniques, and absence policy.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 4.04.1  
Policy Revised: 8/2/15 language amendment to include standard practice of uploading the syllabus into the portal*