

Course Syllabus

The master syllabus is prepared by the department faculty in cooperation with the respective associate dean and is provided to faculty for the purpose of describing individual course requirements and outlining course-specific (1) institutional information, (2) course information including objectives and competencies, and (3) assessment of student learning information.

Learning-based objectives must be worded in a competency-based form. Additionally, master syllabi must include minimum essential information identified by the Learning & Instructional Office. Also, in cooperation with the Learning & Instruction Office, associate deans work with full-time faculty to update all master syllabi for storage on the T-drive.

All faculty members are to present a course syllabus to their students during the first week of class. If the course has a web component and the syllabus is posted in that course shell, hard copies of the syllabus need not be given to each student. The purpose of the syllabus is to ensure that students have a fundamental understanding of course expectations and limitations. While the faculty retain the right to make reasonable alterations to the document as may be deemed necessary by their professional judgment, all syllabi will identify the College, and semester/year information and follow the outline found in the [Syllabus Template](#). Faculty who teach a course that has multiple sections must consult with College colleagues who teach the same course, to ensure that the course description, outcomes and competencies are the same for all sections of the same course.

If a faculty member wishes to change any of the common elements of a course syllabus, they should first consult with their colleagues who teach the same course. Once agreement has been reached the instructor should talk to their associate dean. All substantial syllabus changes are approved by LICC (the Learning, Instruction and Curriculum Committee). The approval process is found at the following link: [Approval Process for Syllabi](#).