

# Syllabi

## AA\_AO\_FC\_73

Responsible Officer  
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Responsible Office  
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Approving Body  
Board of Trustees  
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### Policy Statement

All Faculty members are required to prepare a syllabus for each course taught: fall, spring, summer, online, or international branch.

### Policy Procedures

The syllabus should contain course introductory information (title, number, name of institution, credit, prerequisite, semester/year, class days, class time, professor, office location, office hours, email address, and phone extension number), a course definition, rationale, course objectives, outline, texts, materials and methods of instruction, course requirements, evaluation, policies, schedules, and reading list or bibliography.

A continuing evaluation of syllabi is made by the Administration. It is important that these documents reflect the true purpose of the course and the objectives in student-related behavioral terms. The course should be conducted in accordance with that which has been stated.