

**TITLE: COURSE SYLLABI**

Instructors are required to prepare a syllabus for each course taught. The syllabus will be prepared in accordance with the standardized format developed by the Vice President of Academic Services' Office. Each student shall be given a course syllabus during the first week of class. Additionally, during the first week of class, an instructor shall forward to the Vice President of Academic Services a copy of the syllabus used for each course being taught that semester.

Date of Adoption: 8/28/12  
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