



**POLICY: 6Hx28:4-05**

**Responsible Executive:** College  
Provost & Vice President, Academic  
Affairs

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 11-18-1992

**Last Date of Policy Review:**  
11-18-1992

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## Collegewide Course Outline and Syllabus

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### Policy Statement:

#### I. Course Outline

- A. Each course in the college curriculum shall have a course outline developed in format similar to the "Sample Course Outline" document.
- B. The collegewide course outline for each credit course shall be maintained in the official curriculum files and regularly be reviewed and revised. A complete copy of the course file (collegewide course outline and course modification request form) shall be maintained in appropriate departmental offices and made available to departmental faculty.
- C. Each faculty member assigned to teach a credit course shall be expected to teach the course in accordance with the collegewide course outline.

#### II. Course Syllabus

Each faculty member assigned to teach a credit course shall prepare a course syllabus which provides information in the categories established in the "Sample Course Syllabus" document available from the office of instructional affairs. The course syllabus shall be made available to each student enrolled in the course. Copies of individual faculty course syllabi shall be maintained in the appropriate department offices.

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**Policy History:**

Adopted 2-19-92; Amended 11-18-92; Formerly 6Hx28:08-21