Policy No. 4.2.5

Title: **Syllabus Policy**	
Originated By: **Vice President of Instructional Services**	Date: 8/31/2011
President / Board of Directors Approval Date: 2/24/26	
Revised by: Chief Academic Officer	
Revision/Review Date: 2/2026	

Policy Statement: Instructors are required to create, maintain, and publish an official course syllabus for every for-credit undergraduate course they teach using the institution's adopted digital syllabus management platform.

Rationale: A syllabus outlines the academic relationship between instructors and students in a course. Used as the basis for communication and accountability, a syllabus conveys course expectations, organizes required information, sets the tone for the learning environment, and assists students in navigating the course.

Procedure:

1. Required Use of Digital Syllabus Management Platform
    a. A syllabus for each course and section must be created using the institutions digital syllabus management platform.
    b. All required template components must remain intact.
    c. Additional instructor-specific information may be added in designated editable sections.
2. Syllabus Content Requirements
    a. Course Information
    b. Materials
    c. Learning Outcomes and Competencies
    d. Methods of Grading and Evaluation (grading scale)
    e. Course/Departmental Policies
    f. Institutional Policies
3. Some programs may have other additions that are required per accreditation not listed in this policy.
4. Submission and Publication
    a. The instructor must complete and submit the syllabus for approval by the appropriate Dean by the specified deadline.
    b. Once approved, the instructor will publish the course with the approved syllabi before the first day of class. Instructors must ensure that the syllabi are viewable for students on the first day of class or the first online module.
    c. No PDF uploads or external documents may replace the adopted digital syllabus management platform.
5. Updating Syllabi

a. Prior to implementation, any change to a for-credit undergraduate course, except for adjustments to assignment dates, must be reflected in the official syllabus management platform and submitted for approval to the appropriate Dean. This process ensures consistency, transparency, and proper communication of updates to all course participants.