

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Course Syllabus**EFFECTIVE DATE:** July 1, 2000; Revised February 9, 2023**Purpose**

The purpose of this policy is to set forth the basic requirements for syllabi of courses taught at Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

A course syllabus is a document to which students, faculty, and staff refer for specific information on a course. It constitutes the official record of the content and mode of evaluation in each course or section of a course.

A syllabus must be patterned after the approved general format.

Every course section must have a course syllabus. The syllabus should be ready for publication by the first-class meeting. Each enrolled student will be granted access to the instructor’s syllabus at the beginning of each term. A copy of each course syllabus will be kept on file electronically by a designated department such as the department of record for the course, Institutional Effectiveness, etc. The Vice President of Academic Affairs must be aware of where syllabi are stored. Each syllabus will be retained for five (5) years so it can be consulted, if necessary.

The syllabus for a course communicates: 1) what the course is about; 2) what the student can expect to do and learn; and 3) how the student’s learning will be measured and evaluated. If faculty members of record include attendance as a factor in calculating a student’s final grade, the faculty member of record must clearly state this in the course syllabus.

Responsible**Source of Policy:** n/a**Administrator:** VP of Academic Affairs**Related Policy:** _____**TBR Policy Reference:** _____**Approved:** _____**President****Date:** February 9, 2023