



Policy Title Course Syllabus Policy	Effective Date 1979	Policy Number IN-108
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement Instruction will develop a standardized course syllabus template for use in all associate degree, technical diploma, certificates and apprenticeship courses. Instructors develop and maintain individual course syllabi in accordance with the syllabus template.		
Reason for Policy A standardized course syllabus serves as a consistent communication tool to enhance student success.		
Cross References and Legal Review Created/Adopted: 1979 Reviewed/Revised: 4/10/17, 12/6/18, 11/22/19 Cross Reference: Syllabus Template Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint		