



POLICIES & PROCEDURES

Title: Syllabi and Communication of Course Expectations

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POLICY

Construction, maintenance, and dissemination of an updated course syllabus is a mandatory obligation of all LDCC faculty engaging in instructional activities. Syllabi must be distributed to all student participants in each faculty assigned class section within 48 hours of the section start date or first class meeting. Given the syllabus document serves as an outline of expectations between instructor and student, it should be acknowledged and recorded that all parties have read and understood the contents therein.

DEFINITION OF TERMS

Syllabus - document that serves as an outline or statement of the main points of a discourse, the subjects of a course of lectures, or the contents of a curriculum. The syllabus document also defines the expectations of each participant, both student and instructor.

PROCEDURE

Additional guidance related to syllabus content and course expectations are outlined in the LDCC Faculty Handbook.