

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Course Syllabus

EFFECTIVE DATE: July 1, 2000

The course syllabus is the basic document to which students, faculty, and administration 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. To the student, the syllabus communicates what the course is about, what he or she can expect to do and learn, and how his or her learning will be measured and evaluated. Each enrolled student will be given a copy of the instructor's syllabus at the beginning of each term.

A copy of each course syllabus is also kept on file in the Department Office and in the Office of the appropriate Division Dean.

Each syllabus must be patterned after the approved general format.

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| Source of Policy: <u>Transition Team II Academic Programs</u> | Responsible Administrator: <u>Provost/Ex. VP for Academic and Student Affairs</u> |
| Related Policy: <u>N/A</u> | TBR Policy Reference: <u>N/A</u> |
| Approved: <u>President</u> | TBR Guideline Reference: <u>N/A</u> |
| | Date: <u>July 1, 2000</u> |