

<b>Policy Title</b> Course Syllabus Policy	<b>Effective Date</b> 1979	<b>Policy Number</b> IN-108
<b>Responsible College Division/Department</b> Instruction	<b>Responsible College Manager Title</b> Vice President of Instruction	
<b>Policy Statement</b> By July 10 <sup>th</sup> of each year, 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.		
<b>Reason for Policy</b> A standardized course syllabus serves as a consistent communication tool to enhance student success.		
<b>Cross References and Legal Review</b> <b>Created/Adopted: 1979</b> <b>Reviewed/Revised: 4/9/2025</b> <b>Cross Reference:</b> <a href="#">Syllabus Template</a> <b>Legal Counsel Review and Approval: N/A</b> <b>Board Policy: III.A. General Executive Constraint</b>		