Syllabus Policy

POLICY: Syllabus			
POLICY NUMBER:	600.10.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	10/26/2021		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	Oct 2021
REFERENCES: WETCC Syllabus Template			

Part 1. Policy Background and Purpose

The WETCC Syllabus Template has been developed to include selected elements of an effective syllabus, recommended language, and required information related to institutional policies and resources for students.

Part 2. Definitions

Syllabus: A document that contains the course title, course description, prerequisites, total credits, student learner outcomes, and standards for the evaluation of student learning.

Template: A pre-formatted document containing suggested or prescribed layout and content.

Part 3. Responsibility

The faculty is responsible for creating a syllabus for each course taught using the WETCC *Syllabus Template* and submitting all syllabi to the Academic Dean for approval. –

The Academic Dean and CIA are responsible for updating and disseminating the *WETCC Syllabus Template and maintaining the master file of all course syllabi.*

The Curriculum, Instruction, and Assessment (CIA) reviews and approves all completed syllabi.

The Executive Assistant will upload approved syllabi to the WETCC Employee Intranet Syllabus Library.

Part 4. Policy

The Academic Dean and CIA will review and approve all syllabi and revisions no later than the first day of classes.

Faculty will provide a course syllabus to students enrolled in the class on the first day of class and post it in the learning management system.