Allegany College of Maryland

COURSE SYLLABI

Adopted date 11/17/1984
Revised Date (if applicable) 11/2/2022
Approved by Board of Trustees 11/21/22
Implementation Date 11/21/22
Type of Policy: Faculty
Course Syllabi

BACKGROUND AND PURPOSE

POLICY

I. SCOPE OF THE POLICY

All part-time and full-time faculty teaching during the current academic year.

II. POLICY STATEMENT

At the start of each semester and summer session, all faculty are required to submit syllabi for the course(s) being taught to their Division Chair or Program Director. The Chair or Director will then submit all syllabi to the Office of Instructional and Student Affairs within the first three (3) weeks of the semester or summer session.

III. SECTION(S) AS NEEDED (ADD SECTIONS APPLICABLE TO THIS POLICY)

N/A

IV. PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy; and Allegany College of Maryland may adopt additional policies for specific compliance standards, as necessary.

V. OTHER PROVISIONS

N/A

VI. ADMINISTRATON OF POLICY

Faculty must adhere to the institutional syllabus template provided by Instructional and Student Affairs, and include required elements as identified by the Division or Program.

VII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.