

## **COURSE SYLLABI**

At the close of each semester and summer session, all teachers are required to prepare and present to the Office of the Vice President of Instructional Affairs, course summaries for those courses they are teaching for the first time. Teachers are expected to revise and upgrade individual course summaries only as required to keep them current and completely up-to-date. Copies of the form to be used for the summaries will be available in the Vice President's Office before the end of each semester or summer session. The form indicates the date to be furnished by the instructor. Course content folders for all past course offerings are available in the Vice President's Office for inspection.