

**Category:** Academics

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Course Syllabus

**Policy Statement:** A Course Syllabus is important to students so they will understand course and instructor expectations. The syllabus provides assistance to substitute faculty covering the class in the event of instructor absence.

**Procedures:** All faculty will use the GCCC syllabus template for each course. The completed syllabi will be emailed to either the Dean of Academics or Dean of Technical Education & Workforce Development prior to the start of the class. All faculty members are to present a course syllabus to their students during the first week of class.

**Contacts:** Vice President for Instruction and Student Services

**Approved Date:** 7/31/2013

**Policy History:** 7/31/13, 7/1/16

**Keywords:** Syllabus, Course, Attendance

**Related Form:** NONE