

THE  
LeMoyne-Owen  
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  Course Syllabi	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-1-007
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Faculty	

**I. Purpose and statement of operational policy underlying the procedure.**

Course syllabi are used to present course goals and objectives and their relationship to the College's mission. They are also used to determine the direction for course instruction and requirements for completion. Within the first week of enrollment in course work at LeMoyne-Owen College, students must receive a course syllabus indicating their goals and objectives as well as academic requirements for course completion.

**II. Applicability/Scope**

This applies to all academic faculty, full and part-time, for each course each semester. In effort to ensure effective course operation, all course syllabi must contain the following elements:

- General course information: name, credit hours, location, instructor, meeting days and time;
- Course catalog description and rationale
- Course objective
- Use of technology
- Course assignments and evaluation procedures
- Statement for disability services

**III. Process for Implementing Procedure**

Responsibility	Action	Timeline
Faculty Member	Completed syllabus for each course	First week of class per semester

**IV. Related policies/References for more information**

Authorizing Official: Barbara A. Janik Authorization Date: OCT 06 2011  
 Title: Vice President/Chief Academic Officer