

## Palm Beach Community College

## Board Policy

<b>TITLE</b>	Collegewide Course Outline and Syllabus	<b>NUMBER</b> 6Hx-18-2.051
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS; 6A-14.024 FAC	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Adopted 6/19/01; 4/8/08	

### **Policy:**

For each course, faculty shall develop a course outline following the approved template. All outlines are to be kept on file in the Academic Services Office. All course outlines are approved by the Curriculum Committee and the VPAA per Board Policy 6Hx-18-2.01.

Each faculty member assigned to teach a course shall prepare a course syllabus which provides information in the categories established in the "Course Syllabus Checklist" document available from the office of academic affairs. All course syllabi are to be posted online by the beginning of each term's registration period. The course syllabus shall be made available to each student enrolled in the course. Copies of individual faculty course syllabi shall be maintained in the appropriate department offices.