406 MASTER SYLLABUS

A master syllabus shall be kept on file in the Office of Academics for each course. The master syllabus shall include the catalog description, prerequisites, co-requisites, credits, hours, required text, core competencies, student learning objectives, topical outline, suggested means of assessment, statement and policy on cheating, plagiarism and academic dishonesty, required format for research papers, instructional support center information, library information, attendance policy, disability services statement, methods of evaluation, grading system, late work policy and missed exam policy. All instructors must adhere to the master syllabus when teaching courses. Faculty are required to update or revise the course syllabi each semester in the approved designated areas only. This includes the faculty information, the instructional materials that have been approved by the Academics Administration, the Grading Methods, and the Itinerary. Faculty may not make any other substantive changes to the Master Syllabus; however, an addendum can be included.

Approved: 06/24/15
Revised 11/7/18
Revised 11/12/25