
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: COURSE SYLLABUS

NUMBER: PRO 3-03

REFERENCE: Board Rule 3.03

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I. PURPOSE

To provide students with clear information about course expectations.

II. RESPONSIBILITY

Each instructor has the responsibility for following established College policy and guidelines in the development and distribution of a syllabus for each course taught.

III. BACKGROUND

To ensure that all students know what content is included, the student learning outcomes, and how the final course grade will be calculated.

IV. PROCEDURES

The course syllabus constitutes an agreement with the student enrolled in a course at LSSC. Each instructor will use the course syllabus template, altering only those sections pertinent to their specific class. The final draft Word version of the syllabus should be checked for ADA compliance and then submitted to the appropriate academic administrator/program manager or their designee for review prior to the beginning of the class. The final Word version should be submitted to the Academic Affairs staff specialist no later than the first day of classes for archiving. A .pdf version of the final syllabus should be available to students following College protocols.

New: 11/27/1997

Revised: 01/26/2010; 02/13/2018