



## Statement of Course Requirements

Area: Division of Academic Affairs	Number: 310
Subject: Statement of Course Requirements	Issued:
Applies To: Division of Academic Affairs	Revised:
Sources:	Updated:
Responsible Party: Provost's Office	Page(s): Page 1 of 1

### I. Purpose

According to the Standards of the College Delegate Assembly of the Southern Association of Colleges and Schools, "The process of instruction should be organized so that students and faculty have a clear idea of the aims and the requirements of each course and the method of evaluation employed."

### II. Policy Statement

In keeping with this philosophy, the Faculty Senate approved (on June 2, 1982) a statement strongly recommending that a written description of course policies be prepared by each instructor and distributed to each class member very early in the semester.

### III. Procedures

Faculty are traditionally granted the right to exercise a great deal of freedom in both methods of teaching and course requirements, and in the spirit of fairness to the student as well as the protection of the faculty member, a written statement might contain any or all of the following: an overview of the content to be studied; a listing of the expected student learning outcomes; an explanation of test procedures; a statement of grading standards, procedures, and relative weights given to various assignments and tests; a statement of the attendance policy; and an indication of the time frame when assignments are due if specific dates are not given.