

# Policy Approval Form

*Gordon State College*

**This form is used for the approval, amendment, removal or review of a Gordon State College policy.** Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

|                       |                                                                                                                                             |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Title *</b> | Course Syllabus Distribution Policy                                                                                                         |
| <b>Number</b>         | To Be Determined                                                                                                                            |
| <b>Department</b>     | Academic Affairs                                                                                                                            |
| <b>Policy Editor</b>  | C. Jeffery Knighton                                                                                                                         |
| <b>Request Type</b>   | New <input type="checkbox"/> Amended <input type="checkbox"/> Removed <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> |

## **OBJECTIVE** (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

## **RESOURCES AND CONSULTATION** (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

[https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Course\\_Syllabus\\_Distribution\\_Policy\\_Form.pdf](https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Course_Syllabus_Distribution_Policy_Form.pdf);  
BOR Policy Manual; Discussions with Provost Council, Faculty Senate Chair and Cabinet

## **COMMUNICATION PLAN** (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

GSC Policy Website  
Academic Catalog

## **Authorizations**

**Dean or Supervisor Signature and Date:** \_\_\_\_\_

**Cabinet Sponsor (VP) Signature and Date:** C. Jeffery Knighton Digitally signed by C. Jeffery Knighton  
Date: 2022.05.23 12:52:14 -04'00'

**President Signature and Date:**  5/26/22

**\*Policy Template must be submitted with this form.**

Policy Number: \_\_\_\_\_

Policy Title: Course Syllabus Distribution Policy

### **POLICY:**

At the beginning of each semester, every instructor will distribute a course syllabus specific for each course sections being taught. The Syllabus must include a) all Provost Required Statements and b) clear statement on attendance policy for the courses. The Syllabus must be made available to: i) all students enrolled in the course, ii) Department Head, iii) Dean, and iv) be uploaded into the appropriate Syllabus folder in the currently used virtual "Faculty" storage Folder.

### **PROCEDURE:**

Each instructor must produce a course syllabus which must be distributed as indicated in the policy above no later than the close of business of the first day of classes for the term in question. The method of distribution for enrolled students is up to the instructor.