

Policy Statement on Syllabi

It is the obligation of each higher education institution to inform students at the beginning of each course of the objectives, requirements, performance standards, and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. A current syllabus for each course is maintained in the office of the Chief Academic Officer (CAO) or in the office(s) of other academic administrators designated by the CAO. The AAC system syllabus format specifies the content of course syllabi.