RESOLVED, That during the first week of classes an instructor is to distribute to the class members printed information about the course*, including at least the following items as many of the following items as are applicable:

1. The instructor's grading policy;
2. Required texts and other materials;
3. Course goals, objectives and requirements;
4. Attendance requirements;
5. Policy on overdue dates and make-up work;
6. Tentative schedule of examinations; and
7. Policy on retention of exams, especially final exams; and, be it further

RESOLVED: That the instructor be encouraged to distribute a syllabus# to the class.

* It is understood that circumstances may require a change in the course information and/or syllabus distributed during the first week of a class and this resolution does not preclude such changes, nor is it meant to abridge any principle of academic freedom.

# A syllabus is a written day-by-day or week-by-week list of reading assignments, lecture topics, homework assignments, etc.

Proposed by:
Academic Senate
Instruction Committee
February 10, 1988
The above subject resolution is hereby approved. I am pleased to acknowledge the Academic Senate's attempt to encourage faculty to respond to effective teaching techniques.
The Academic Deans' Council has reviewed and endorsed the above subject resolution. I am pleased to recommend your approval.