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## Syllabus Development

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### **POLICY STATEMENT**

A learning-centered course syllabus is a learning plan for students and is required for every course that is offered at Yavapai College and serves as an agreement between the student and faculty. The official Yavapai College course outline is the foundation for the course syllabus. Every course syllabus must incorporate the components specified in established procedures. A copy of the course syllabus must be provided to the Dean or designee prior to the first class meeting. Each student must have access to the class syllabus throughout the semester of their enrollment beginning with the first day of scheduled classes.

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### **PROCEDURE**

Every course syllabus must incorporate the components identified below in the Required Components of the Course Syllabus section. While instructors may prepare the course syllabus in the professional format that best represents the course and meets the needs of students, a template is available for easy, online syllabus development. A copy of your completed syllabus must be provided to your Dean or designee prior to the first class meeting.

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### **RELATED INFORMATION**

Syllabus Development: <https://www.yc.edu/curriculum>

Syllabus Template: [https://www.yc.edu/v6/curriculum/docs/syllabus\\_template.doc](https://www.yc.edu/v6/curriculum/docs/syllabus_template.doc)

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### **POLICY HISTORY**

Adopted November 4, 2014

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