

Course Requirement Information This requires that each department ensure that students enrolled in its courses be provided necessary information such as:

1. Course goals, objectives and requirements;
2. The instructor's grading policy;
3. Attendance requirements;
4. Policy on due dates and make-up work;
5. Required texts and other materials;
6. Policy on assignments;
7. The availability of the instructor outside of class, including office hours and the office telephone number; and
8. that in courses for which some or all of the above information is not appropriate, students be advised of the expectations for such courses; that any such information be made available to students no later than the end of the first week of classes; and that any changes in course requirements be communicated to students in an expedient and timely manner. **12/AS/82/EX Approved November 5, 1982.**