



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Syllabus**  
**Number: 3.1.2.2**

Responsibility: Academic Affairs  
Last Updated: October 10, 2023  
Related Policy: 3.1.2 Curriculum Development

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President

**Purpose:**

Instructors are responsible for the development of the syllabi for their courses. The syllabus is an outline of the course material and is subject to change with adequate notice. Each syllabus should contain the elements listed in the TCL Faculty Handbook.

**Procedure:**

Course syllabi will be developed according to the following steps:

1. Prior to the beginning of each academic term, faculty will prepare a syllabus in the Simple Syllabus platform for each assigned course.
2. The Program Coordinator/Director and the School Dean will review the syllabi to ensure compliance with established criteria. Syllabi not meeting the standards will be returned to the faculty member for revision.
3. Revised syllabi will be reviewed by the Program Coordinator/Director and the School Dean before syllabi are published for students.
4. Syllabi will be archived in the Simple Syllabus platform.