



## **Kutztown University Policy ACA-036**

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### **Course Guides**

#### **A. Purpose**

The purpose of this policy is to define faculty responsibilities in regard to the distribution of course guides to students in their classes.

#### **B. Scope**

This policy applies to all students.

#### **C. Key words and phrases:**

None

#### **D. Policy & Procedure(s)**

During the first week of classes, faculty members must distribute to their students a written course guide that contains at least the course requirements and the grading procedures. This information can be distributed separately or as part of such items as course outlines or syllabi. Any subsequent changes to this information must be given to the class in writing.

#### **E. Effective Date**

1993

#### **F. Approved By**

University Senate - May 6, 1993

University President - May 18, 1993

#### **G. Last Review**

August, 2009; August, 2010; August, 2011; August, 2012; August, 2013; August, 2014; August, 2015; August, 2016; August, 2017; August, 2018