

## **Syllabus Requirement**

**Faculty are required to prepare a syllabus for each class they are teaching and make it available to students at the beginning of each term. If you have any questions on constructing a syllabus, please see your department chair or call Elaine Maldonado in the CET at X4062.**

**Below find two regulations from the New York State Education Department:**

- **SED Regulation 52.2 (c) (1). In addition to the requirements of section 53.3 of this subchapter, the objectives of each curriculum and its courses shall be well defined in writing. Course descriptions shall clearly state the subject matter and requirements of each course.**
- **SED Regulation 52.2 (e) (4). Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.**

**From Regulations of the Commissioner**

**(The New York State Education Program)**