

Change #4

Rationale: This change deletes outdated wording.

Submitted by the Dean of CLAS

Section V, Academic Regulation and Information, 18,b., 8, p. 48

8) Associated with the conduct of classes, a file of course descriptions, syllabi, and sample examinations is kept in the office of the dean and is open to any faculty member who wishes to consult it. The maintenance of this file is a requirement of the Southern Association of Colleges and Schools and each instructor is responsible for forwarding an up- to-date syllabus for each class to the dean's office through the office of the department chair. ~~The Department chair must keep a copy of all final examinations given in the department for seven years.~~