

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING  
POLICY & PROCEDURE MANUAL**

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Subject: <b>COURSE SYLLABUS</b>	Original Issue Date: July, 1996	Policy #: <b>750</b>
	Supersedes: August 26, 2002	Effective Date: February 5, 2007
Committees Consulted: Semester Coordinators Professional Practice	Reviewed & Approved by: Faculty Organization College Administration	Approved by:  (Signature on File) Dean, School of Nursing

**PURPOSE:**

To provide a detailed outline of a course of study and requirements for nursing courses within the School program

**POLICY:**

Course syllabus is developed by faculty according to standardized and approved format.

Course syllabus incorporates course outline and lesson plans.

A copy of the syllabus will be placed in the Library and Office of Educational Services (OES) every semester.

**PROCEDURE:**

School Administration designates the following regarding course syllabus:

- Due date to submit revisions to the OES for typing
- Distribution date for students.

Semester or Level Coordinator designates course faculty to revise syllabus according to standardized and approved format.

Designated course faculty will:

- Proofread syllabus within specified time frames and submit finalized syllabus to the Office of Educational Services for word processing
- Provide OES and Educational Resource Center with copy of syllabus.

Designated OES staff will:

- Copy and distribute syllabus to Semester Coordinators and students
- Maintain electronic and/or hard copy of syllabus for a minimum of five years.

Semester Coordinators will distribute syllabus to faculty.

**PROCEDURE DOCUMENTATION:**

**REFERENCES:**