Course Syllabus Policy

A written syllabus shall be prepared for each course and distributed no later than the first day of class. The term “course” refers to lecture courses, seminars, and clinics, but does not include special research projects (SRP), individual field placements, or other independent study (e.g., LL.M. Research Paper).

Each syllabus shall state the following:

(1) Title of course, and when and where it meets.
(2) The instructor’s office location and preferred contact information.
(3) The required course materials.
(4) The anticipated sequence of topics and a description of forms of student assessment.
(5) Learning outcomes.

At the end of each semester, the Associate Dean for Academic Affairs will request an electronic copy of each syllabus to be included in a secure online syllabus archive. Students and faculty will have access to the archive.

(Adopted by the faculty Dec. 11, 2015, amended July 12, 2018)