

Policy No. 2-15

Subject: Course Folder

Last Revised: 07/13/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Academic Deans	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to prepare a course folder for courses taught by each instructor each semester.

II. PERTINENT INFORMATION

A. The purpose of course folders is to retain important course information after the end of the applicable semester.

III. DEFINITIONS

A. Syllabus: a formal document that outlines the specific details of a particular academic course or subject.

IV. GENERAL GUIDELINES

- A. Each semester, a course folder will be created for each instructor.
- B. The course folder will contain important information such as the syllabus and other documentation as described below.
- C. These folders will be maintained by the office of the respective division dean.

V. DELEGATION OF AUTHORITY

A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS

- A. The course folder will contain the following:
 - 1. The syllabus;
 - 2. For courses requiring a comprehensive final exam, a copy of the final exam;
 - 3. For courses requiring a non-comprehensive final exam, a copy of each major test, as well as the final exam; and
 - 4. Additional documentation as requested by the division dean.
- B. The faculty members should submit the syllabus to the division dean or designee by the last day of the first week of class each semester.
- C. Course folders must be complete by the conclusion of the academic semester.
- D. Contents of the course folders are reviewed by the appropriate dean or designee to ensure the quality and integrity of the course.