


MEMORANDUM

DATE: April 19, 2016

TO: College Deans
Dean of Undergraduate Studies

FROM: Diane Alperin, Vice Provost 
Academic Affairs

SUBJECT: Certification and Upload of Course Syllabi Requirements – Summer 2016

Certification: The Provost's *Memorandum Policy and Procedures: Definition of a Credit Hour* requires that each semester the chair/director will certify to the Dean that the syllabi being used follow the Provost's *Guidelines for Course Syllabi* and the definition of a credit hour policy. Please sign below to indicate that you have followed this procedure and your chairs/directors have certified that all syllabi for the Summer 2016 semester follow both of these guidelines. Please return this signed certification to me no later than **Tuesday, May 31, 2016**.

Upload: For SACSCOC document retention purposes, please upload syllabi to the Credentialing Wizard database no later than **Thursday, June 30, 2016**. After this date, please check the Credentialing Wizard regularly throughout the term. Not all instructors appear in the Wizard roster at the beginning of term (new instructors are added throughout the term). If an instructor does not appear on the roster, a syllabus cannot be uploaded. It takes the roster a little while to catch up. If an instructor is added to the Wizard after **June 30**, please upload his/her syllabus as soon as possible.

Dean (Signature)/ Print Full Name / Name of College

Date

Cc: Gary Perry, Provost and Vice President for Academic Affairs
Mary Walsh, Director of Credentialing
Kathleen Wright, Coordinator, Academic Personnel
Russell Ivy, Associate Provost, Programs and Assessment