

In accordance with the University of Iowa Operations Manual, "it is the faculty member's responsibility to provide, on the first day of class, a course syllabus, in either electronic or paper format"<sup>[1]</sup>. At the College of Dentistry, we require that course syllabus be finalized prior to course start date and suggest that it be posted in ICON on or before the course starts.

All COD course directors are required to use the approved syllabus\* template (electronic format through \*AEFIS) for their course. No other shadow syllabus (i.e., a separate/different document) should be used and/or distributed to avoid confusion or misinformation.

Course directors should direct students on how to access the course syllabus\* electronically via ICON navigation bar, AEFIS Tools. Course directors can also create a PDF version of the course syllabus\* and place in the course ICON module for students to print.

---

<sup>[1]</sup> The University of Iowa, Operations Manual.

Retrieved from: <https://opsmanual.uiowa.edu/human-resources/professional-ethics-and-academic-responsibility/responsibilities-students>