

Policy Name: Preparation of Course Syllabi  
Policy Number: ACA 3.04  
Title of Policy Owner: Executive Council  
Approved by: Executive Council  
Effective Date: 8/15/2021  
Version: 1.0  
Policy Status: Approved

I. Policy

Preparation of Course Syllabi.

II. Purpose

This policy outlines the items that must be included in course syllabi. Course syllabi provide course descriptions and course credit hours (didactic and/or clinical/lab). Syllabi must also contain the course objectives, instructional methods, evaluation methods, as well as the course outline supporting the objectives. Course syllabi for each course are available to students and faculty on the learning management system.

III. Scope

Program Faculty.

IV. Definitions

None.

V. Policy Details

The following items must be incorporated into course syllabi and be consistent with the information disclosed in the College catalog, if applicable:

1. Course title.
2. Course description and methods of instruction.
3. Course objectives.
4. Clock and/or credit hours awarded.

5. A description of the outside hours and estimated hours to complete (if none are required, this fact must be stated).
6. Prerequisites required (if none are required, this fact must be stated).
7. Key instructional resources and materials to be used including required and recommended texts.
8. Method(s) of evaluation (e.g., quizzes, examinations, presentations, participation) and weight (percentage) provided to each.
9. Grading scale, including requirements for successful completion
10. Date of most recent review or revision.
11. Course delivery mode (e.g., residential, blended, full distance education).
12. Course meeting times (if applicable).
13. Faculty information.
14. Course Outline.

Course faculty are responsible for reviewing and revising the course syllabus as necessary prior to posting on the learning management system. Minor revisions to course syllabi can be made prior to the start of the semester by the course faculty. Major revisions should be submitted to Program Director prior to the start of the new academic year. Course syllabi should be available to students via the learning management system before the first day of the course.

Minor revisions include, but are not limited to, changes in:

1. Due dates.
2. Reading assignments.
3. Communication methods.
4. Submission of assignments guidelines.
5. Course specific guidelines.

Major revisions include, but are not limited to, changes in:

1. Course objectives.
2. Methods of evaluation, weight of those methods.
3. Required texts.
4. Credit hours.

Reference: ABHES (Accrediting Bureau of Health Education Schools). (2021). Accreditation Manual (18th ed.). Appendix F: Course Syllabi Requirements, p. 180.

VI. Attachments

None.

VII. Related Policies

None.

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between SCHS and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council