

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