Bon Secours
Southside College of Health Sciences

Policy Name: Preparation of Course Syllabi - SCHS
Policy Number: ACA 3.04
Title of Policy Owner: Campus Director & Dean of Academic Affairs - SCHS
Policy Type: ☒RHEI/Shared Services   ☐BSMCON   ☒SCHS   ☐SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2024
Version: 1.1
Policy Status: Approved

I. Policy

Preparation of Course Syllabi

II. Purpose

This policy outlines the items that must be included in course syllabi. Coursesyllabi 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 (ifnone 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 requiredand

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 (i.e.,. residential, blended, full distance education)

Course faculty are responsible for reviewing the course syllabus prior to posting on the Learning Management System (LMS). Any syllabus change must be authorized by the Program Director. . Course faculty are responsible for ensuring course syllabi are available to students before the first day of class in the LMS.

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, terminateor 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
1.1	8/1/2023	Revised & New Template	CDDAA
1.1	8/1/2024	Reviewed – No Changes	CDDAA

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