



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3035 Course Syllabus Adoption and Use

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Approved: 04-12-2019

Effective: 04-12-2019

Reviewed:

Last Updated:

Subject: Course Syllabus Adoption and Use

1. PURPOSE

This policy statement provides guidelines for development, approval, and use of course syllabi for credit-bearing courses offered by Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all instructors of all credit-bearing courses and the students who enroll in those courses at Northern Pennsylvania Regional College (NPRC or the College).

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 FORM-3035 Course Syllabus Template

3.3 NPRC-3015 General Education Philosophy and Goals

3.4 NPRC-3025 Assessment of Student Learning

3.5 NPRC-3040 Textbook Adoption and Use

3.6 SCED-3035 Syllabus Review Schedule

4. DEFINITIONS

4.1 A course syllabus provides written communication between an instructor and student(s) enrolled in a credit-bearing course. A course syllabus sets the expectations and responsibilities for teaching and learning and identifies the knowledge to be gained, skills to be attained, and viewpoint or principles to be instilled upon successful completion of the course.

- 4.2 A college catalog is a web or print-based college publication that provides information about the academic programs, including the degrees, certificates, and courses offered; student services; general regulations; rights and responsibilities of students; requirements and procedures guiding admission, enrollment, and matriculation; and other associated policies related to the mission and activities of the College.
- 4.3 The Annual Assessment Plan outlines the scope and activities planned for assessing program specific and general education goals for an academic year.

5. POLICY

- 5.1 A course syllabus must provide clear and complete information in response to the following:
 - 5.1.1 Course identifying information, including course name and number, number of credit hours, academic term, location of live instructional site, time and day of class meetings;
 - 5.1.2 Instructor contact information;
 - 5.1.3 Required textbook and learning materials, including any required technology such as laptop, computer software, calculator, etc.,
 - 5.1.4 The course description as provided by the College catalog;
 - 5.1.5 The general education goals, program goals, and course-specific learning objectives addressed through the teaching and learning process within the course;
 - 5.1.6 General information related to course enrollment and success, including key dates related to the evaluation of student learning and enrollment status; key policies and procedures related to expectations for students, including academic integrity, attendance, and behavior; and available student support services and learning resources;
 - 5.1.7 An outline of expected learning experiences, student contributions expected, and plans for assessment of student learning for purposes of curriculum improvement;
 - 5.1.8 Course-specific expectations, including any restrictions for making-up missed assignments/exams, submission of late work, policies regarding class absence, etc.;

- 5.1.9 Grading and evaluation guidelines and practices, including information concerning the number and types of assignments, exams, homework, activities, etc., and their relative weight in determining the student's final course grade and the common grading scale for all sections of a specific course;
 - 5.1.10 An outline of the expected course schedule, including planned dates of significant evaluations of learning and a timeline for planned class activities and/or topics; and
 - 5.1.11 Any attachments related to emergency preparedness, safety, class cancellation, and/or other related general information.
- 5.2 All sections of a specific course are required to utilize a common textbook or set of learning resources in compliance with NPRC-3040 Textbook Adoption and Use. Instructors may request approval for the use of additional required learning resources for individual course sections. Approval of such requests is at the discretion of the Dean of Curriculum and Instruction or designee.
- 5.3 For all sections of a specific course, the course description included within the syllabus must exactly match the description found within the course catalog.
- 5.4 All sections of a specific course are required to address the same general education and program-specific goals and adhere to a common set of course objectives. Any instructor of a section of a specific course is permitted to include additional course-specific objectives customized to their individual preferences to comprise no more than 20% of the instructional time and be given an evaluative weight of no more than 20% within the course's grading policy.
- 5.5 All sections of a specific course are required to incorporate the common activities outlined by the Annual Assessment Plan. Individual course sections may include additional assessment activities customized to the preferences of the instructor.
- 5.6 All sections of each course are required to include information related to the assessment of student learning, including a description of methods, experiences, and tools employed to assess course-specific learning objectives, program goals, and general education goals in alignment with the Annual Assessment Plan.
- 5.7 Grading and evaluation guidelines and practices must include a reasonable quantity and variety of assignments, exams, learning activities, etc., to evaluate a student's achievement and assign a final course grade.

- 5.8 All students shall be provided with an electronic and/or paper copy of the syllabus for each course in which they are enrolled prior to the second instructional meeting of the course.
- 5.9 All syllabi for all courses are required to include the general information provided by FORM-3035 Course Syllabus Template.
- 5.10 All syllabi are required to adhere to the format provided by FORM-3035 Course Syllabus Template.
- 5.11 The general information common to all sections of all courses shall be reviewed and revised as necessary on an annual basis.
- 5.12 The general education and program specific goals common to all sections of a course shall be reviewed per NPRC-3025 Assessment of Student Learning and NPRC-3015 General Education Philosophy and Goals.
- 5.13 The following elements of a syllabus, common to all sections of a course, shall be reviewed and revised as necessary by faculty who routinely teach the course at least once every three years in accordance with SCED-3035 Syllabus Review Schedule:
 - 5.13.1 The course description;
 - 5.13.2 The primary textbook and other common learning materials; and
 - 5.13.3 The course-specific goals.
- 5.14 Course-specific goals must
 - 5.14.1 Be clearly stated;
 - 5.14.2 Be measurable;
 - 5.14.3 Be consistent with the level and content of the course;
 - 5.14.4 Interrelate with the College's general education and program goals;
 - 5.14.5 Be consistent with the mission of the College, and
 - 5.14.6 Correspond to relevant educational experiences.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Faculty who routinely teach a course are responsible for collegial participation in the process of review and revision of the elements of the syllabus common to all sections of a course in accordance with all deadlines. Agreement among all participants is preferred for the approval of the common elements of the syllabus for a course. The Dean of Curriculum and Instruction or designee is responsible for mediating discussions as necessary and issuing decisions concerning element(s) that do not obtain approval of all participants. A record of the review process and its results with a roster of participants must be sent electronically to the Dean of Curriculum and Instruction by a representative chosen by the participants.
- 6.2 Faculty are responsible for review and revision of the elements of the syllabus unique to the section of the course for which they are the primary instructor in accordance with all deadlines.
- 6.3 Faculty are responsible for submitting all proposed syllabi electronically to the Dean of Curriculum and Instruction or designee in compliance with the following:
 - 6.3.1 Ten working days prior to the first day of class for the academic term for which the class is scheduled or
 - 6.3.2 Within three working days from the date of hiring.
- 6.4 The Dean of Curriculum and Instruction or designee is responsible for the review of all proposed course syllabi. Upon review, the Dean of Curriculum and Instruction may approve the syllabus as submitted or provide recommendations for revision. Syllabi for which recommendations for revision are made must be resubmitted within two working days. The approval process must be completed prior to the second meeting of the course.
- 6.5 Faculty are responsible for electronic or hard copy distribution of an approved syllabus to all enrolled students in any section of any course for which they have primary responsibility for instruction prior to the second meeting of the course.
- 6.6 The Office of the Dean of Curriculum and Instruction is responsible for maintaining an electronic copy of all syllabi for all credit-bearing courses of instruction.
- 6.7 The Dean of Curriculum and Instruction or designee is responsible for development and oversight of SCED-3035 Syllabus Review Schedule.
- 6.8 The Dean of Curriculum and Instruction or designee is responsible for an annual review of the general information common to all syllabi and the communication of

any resulting revision to those impacted. The review process must be completed prior to the deadline for the submission of summer term grades and any revisions become effective for the entirety of the next academic year.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

_____	_____
Chair, Board of Trustees	Date

Signature on file

_____	_____
President	Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination