



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

Policy: NPRC-3035 Course Syllabus

Origination: 02-20-2019

Approved: 04-12-2019

Effective: 04-12-2019

Reviewed: 03.02.2020

Last Updated: 03.13.2020

## **Subject: Course Syllabus**

### **1. PURPOSE**

This policy statement provides guidelines for development, approval, and use of course syllabi for credit-bearing courses.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to instructors of all credit-bearing courses.

### **3. REFERENCES**

3.1 FORM-3035 Course Syllabus Template

### **4. DEFINITIONS**

4.1 Syllabi provide written communication between instructors and students. They set the expectations and responsibilities for teaching and learning, identify the knowledge and skills to be attained upon successful completion of the course.

### **5. POLICY**

5.1 Course syllabi must follow the syllabus template (Form 3035) including all the required information provided in that form and adhering to the template format. The template is to be reviewed at least every three years.

5.2 The course description in the syllabus must exactly match the description in the course catalog.

5.3 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. Instructors are permitted to include additional course-specific objectives customized to their individual preferences while continuing to fulfil the general education and program-specific goals and course objectives.

- 5.4 All sections of each course must 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 and general education goals.
- 5.5 Grading and evaluation guidelines and practices must include a reasonable number and variety of assignments, exams, learning activities, etc. to adequately evaluate student achievement.
- 5.6 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 meeting of the course.
- 5.7 Course-specific goals must:
  - 5.7.1 Be clearly stated and measurable;
  - 5.7.2 Be consistent with the level and content of the course;
  - 5.7.3 Relate to the College's general education and/or program goals;
  - 5.7.4 Be consistent with the mission of the College, and
  - 5.7.5 Correspond to relevant educational experiences.



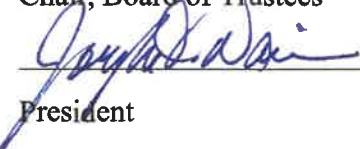

## **6. RESPONSIBILITIES AND TIMELINES**

- 6.1 Faculty Council is responsible for regularly reviewing and revising Form 3035 and making written recommendations to the Vice President of Academic and Student Affairs and Dean of Curriculum and Instruction or designee. Once approved, any resulting revisions will be communicated to faculty at least four weeks or at time of hire, whichever is first, prior to the start of the semester in which those changes are to be implemented.
- 6.2 Instructors are responsible for regularly reviewing and revising the unique elements of the syllabus for which they are the primary instructor.
- 6.3 Instructors are responsible for submitting all proposed syllabi electronically to the Dean of Curriculum and Instruction or designee ten working days prior to the first day of class for the semester in which the class is scheduled or in the case of late instructor assignment to a course, within three working days from the date of assignment.
- 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 The Office of the Dean of Curriculum and Instruction is responsible for maintaining an electronic copy of all syllabi for all credit-bearing courses.

**7. SIGNATURES**

 _____	 _____
Chair, Board of Trustees	Date
 _____	 _____
President	Date

Attachments: None

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

Revision Notes: Policy in Origination