Prescott College	**Policy Number:** *748*
	Policy Category: *Academic Policies*
	Enter Policy Name: Syllabus
	Policy Summary: *This policy outlines the syllabus requirements to enable student access to timely access.*
	Approval Date: *04/08/24* / **Effective Date:** *Upon approval*
Policy Owner: *Dean, Academic Affairs*	**Scheduled for Review:** *Spring 2029*

Policy Statement

All faculty must develop their syllabus in accordance with the current Syllabus Template, which is accessible on the Faculty Resources & Support Center. Serving as a kind of course contract with their students, the Course Syllabus should be professionally presented and clearly communicated.

1. Regardless of course modality, a copy of the course syllabus must be posted on the Canvas LMS course page no later than the Friday before the start of the relevant academic term.
2. Additionally, an editable version of the course syllabus must be submitted to Academic Affairs using the Syllabus Submission Form by the Tuesday before the start of relevant academic term and no later than the Friday before the start of the relevant course term.

Course Syllabus Requirements:
In accordance with the current Syllabus Template, the syllabus must include the following components:

1. Syllabus Header
    *   Course Number (e.g., ENV51000) and Section (e.g., MT01)
    *   Full Course Title
    *   Name of Department Associated with Course
        o   Graduate courses may add name and contact of Department Director
    *   Semester Year and Block (e.g., Fall 2024, Block 1)
    *   Number of Course Credits
    *   Course Delivery Format
        o   Class Location
        o   Online (Canvas LMS Course Link)
    *   Meeting Times and Frequency
2. Instructor Information
    *   Name and Preferred Title
    *   Contact Information (Phone, Email)
    *   Office Location
    *   Office Hours

3. Course Catalog Description as stated in the Academic College Catalog.
4. Course Prerequisites
5. Required Textbook or Materials
6. Course Learning Goals
7. Program Learning Outcomes
8. Grade and Grade Distribution Requirements
   - Overall grade breakdown by evaluation and/or assignment category (totaling 100% or equivalent)
   - Description of each assignment and/or evaluation category
   - Grading schema
   - Articulation of any other assessment measures
9. Topics and Major Assignments Schedule, by week or unit
10. General Course Policies, as outlined in the current Syllabus Template
    - Some aspects of the general course policies may be modified with approval of program director or as befits specific course and/or instructor needs.
11. College-wide Policies, as outlined in the current Syllabus Template
12. College-wide Resources, as outlined in the current Syllabus Template

Distinguished Levels of Rigor
In the event that an upper division course (i.e., graduate or doctoral) is co-listed (combined into one Canvas LMS course) with a lower division course (i.e., undergraduate), a separate syllabus needs to be created for each academic level that clearly distinguishes the different levels of academic rigor for each.

Definitions

Reason for Policy

College students should have easy access to their course syllabi and those syllabi contain information relevant to student success in the course. Students need a consistent level of basic information about the content, requirements and expectations for each course in which they are enrolled. For the purposes of this policy, a syllabus is a document that informs students about course requirements, expectations and information students need to know in order to successfully complete the work of the course.

The Higher Learning Commission's assumed practice states that instructors communicate course requirements to students through syllabi. In addition, the Higher Learning Commission's Credit Hour Policies, developed to enforce the U.S. Department of Education's requirement related to credit hour definition, necessitates that a syllabus be available for review for each course taught.

Responsibilities	
For following policy:	All faculty
For enforcement of policy:	Dean, Academic Affairs
For oversight of policy:	Dean, Academic Affairs
For procedures implementing the policy:	Dean, Academic Affairs
For notification:	Policy Librarian

Procedures

Faculty Support
If the instructor needs assistance with syllabus development or formatting, they may reach out to a member of the Instructional Design Team or find additional support resources on the Center for Teaching & Learning Excellence.
If the instructor needs assistance uploading their syllabus using the Syllabus Submission Form, they should contact academic_affairs@prescott.edu.

Cross Referenced Policies

Revision History