

Policy Title	Preparation of Course Syllabi
Policy Number:	ACA 3.04
Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Preparation of Course Syllabi – Nursing Programs

III. Purpose

This policy outlines the items that must be included in the 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, and the course outline supporting them. Course syllabi for each nursing course are available to students and faculty on Blackboard.

IV. Scope

Faculty for all nursing program courses

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.
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. Course delivery method (e.g. /hybrid, 100% online, synchronous/asynchronous.)
11. Date of most recent review or revision
12. Required and recommended texts
13. Course Topical Outline if applicable
14. American Disability Act (ADA) Statement

Course faculty are responsible for reviewing and revising the course syllabus as needed before to posting on Blackboard. 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 Curriculum Committee before the new academic year starts. Course syllabi should be available to students via Blackboard before the first day of the course.

Minor revisions include; but are not limited to, changes in:

- Due dates
- Reading assignments
- Communication methods
- Submission of assignments guidelines
- Course specific guidelines

Major revisions include; but are not limited to, changes in:

- Course objectives
- Methods of evaluation and/or weight of those methods
- Weight of evaluation methods
- Required texts
- Credit hours

Reference:

ABHES (Accrediting Bureau of Health Education Schools). (2023). Accreditation Manual (19th ed.). Appendix F: Course Syllabi Requirements, 199.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by the Bon Secours Memorial Regional Medical Center, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	2/2/2009	N/A	Original Policy	N/A	Dean of Academic Affairs
1.1	10/26/2020	N/A	Revisions & New Template	1.0	Dean of Academic Affairs
2.0	3/22/2021	N/A	Revision	1.1	Dean of Academic Affairs
2.1	4/17/2024	4/17/2028	Revisions	2.0	CDDAA
1	8/1/2026	5/1/2029	Minor Revisions		Dean of Academic Affairs

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital,

Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.