
Policy Name:	Preparation of Course Syllabi - BSN
Policy Number:	ACA 3.04
Title of Policy Owner:	Dean of Academic Affairs
Approved by:	Policy Committee/Administrative Cabinet
Effective Date:	08/01/2021
Version:	2.0
Policy Status:	Approved

I. Policy

Preparation of Course Syllabi - BSN

II. Purpose

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

III. Scope

Faculty for Pre-Licensure and Post-Licensure BSN program courses

IV. Definitions

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 mode (e.g. residential, blended, full distance education)
11. Date of most recent review or revision
12. Course meeting times (if applicable)
13. Faculty information
14. Required and recommended texts
15. Course Outline

Course faculty are responsible for reviewing and revising the course syllabus as necessary prior 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 prior to the start of the new academic year. 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, weight of those methods
 - Required texts
 - Credit hours

Reference:

ABHES (Accrediting Bureau of Health Education Schools). (2020). Accreditation Manual (18th ed.). Appendix F: Course Syllabi Requirements, p. 177.

VI. Attachments

VII. Related Policies

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	10/26/2020	Revisions and new template	Dean of Academic Affairs
2.0	03/22/2021	Revision	Dean of Academic Affairs