Title: Preparation of Course Syllabus-BSN	Policy No.: ACA 3.04	Date: 2/2/09 Rev.: 10/4/10; 8/1/13, 8/1/15, 8/1/2017, 8/1/2019

Policy Statement:

Course syllabi for each nursing course are available to students and faculty on Blackboard. Course syllabi provide course descriptions and course credit hours (didactic and/or clinical/lab). The syllabus must also contain the course objectives, instructional methods, evaluation methods, as well as the course outline supporting the objectives.

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 of evaluation (i.e. quizzes, examinations, presentations, participation) and weight (percentage) provided to each.
9. Grading scale, including requirements for successful completion.
10. Course delivery mode (e.g. face to face, hybrid, fully online)
11. Course meeting times (if applicable)
12. Faculty information
13. Required and recommended texts
14. Course Outline
15. Date of review or revision

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 revision should be submitted to curriculum committee prior to

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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) Accrediting Manual Revised 2019. Appendix F: Course Syllabi Requirements, p. 179.