



SUBJECT: Course Syllabus

REFERENCE: None

1. PURPOSE

To establish policy and procedure for writing, approval, and distribution of course syllabi.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time and adjunct faculty and instructional staff of Southern and for all courses taught for academic credit by Southern West Virginia Community and Technical College or any of its off campus sites.

3. DEFINITIONS

- A. *Course Goal* — A specific outcome of the course.
- B. *Set of Common Course Goals* — Each course must have 80% of its goals common for all offerings of the course regardless of instructor. This 80% represents the set of common course goals.
- C. *Approved Syllabus* — An official syllabus shall be one which contains the official catalog description, approved textbook listing, the approved set of common course goals, and the general education goals taught and assessed for the particular course.
- D. *Completed Syllabus* — A syllabus completed and ready for distribution which contains the required syllabus information along with the instructor's unique information for the particular section and adheres to the format in Attachment A.

4. POLICY

- A. Students enrolling in courses at Southern shall receive a syllabus for each course that clearly communicates to them the knowledge to be gained, skills to be attained, and feelings or beliefs to be instilled as a result of successful completion of each course.
- B. Each syllabus must follow the format as described in Attachment A.
- C. All sections of each course must use the approved set of common course goals and approved textbook.
- D. All course goals and approved syllabi must be maintained through the use of electronic medium.

5. BACKGROUND OR EXCLUSIONS

It is the intent of Southern to offer quality and consistent course offerings. To accomplish this each course must be offered using a common set of course goals. The format for course goals facilitates the writing of goals that are competency-based and measurable. Goals will be specific and clearly communicate to the



student what competencies must be demonstrated to meet the goal. Course goals written in a competency-based format will allow for assessment of satisfactory goal attainment by both the student and the instructor. The course goals developed will be product and not process in nature.

Accepted practice considers courses to be the same if 80% of the course content is common. Southern requires that each course meet this 80% match criteria. These identical goals shall constitute the set of common goals to be included in all syllabi for that course. The set of common goals will be developed by faculty and/or the academic unit responsible for the course through the College governance system.

There are NO exclusions to this policy.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Approval of the set of common course goals/approved syllabi.

1. Faculty members or teams of faculty members may develop and suggest common course goals. Full-time faculty are strongly encouraged to seek and consider adjunct faculty input in the development of course goals.
2. The set of common course goals must be approved by the appropriate academic unit and submitted to the Chief Academic Officer.
3. Appropriate minutes indicating action taken at each level of the approval process must accompany the set of common course goals development/revision request to the next level.
4. The Chief Academic Officer will serve as custodian of approved syllabi and will notify all applicable parties of the approval of the syllabi and of any changes that may follow through proper channels.
5. Approved revisions will be implemented in the first full semester following approval.
6. The approved syllabi will be transferred to and maintained in an electronic database by the Chief Academic Officer.

B. Completion and distribution of syllabi

1. Each faculty member will be responsible for maintaining course goals electronically in an approved electronic format for each course taught.
2. Faculty members will complete the instructor unique areas of the syllabus adhering to the format in Attachment A.
3. All faculty must submit each completed course syllabus to their appropriate Division Chairperson prior to class distribution.
4. Copies of completed syllabi will be kept on file (either electronically or in a paper form) in the Office



of Academic Affairs, the offices of Division Chairpersons, and the library on each campus.

5. Faculty will distribute completed course guide (syllabi) to students and to the Chief Academic Officer at the start of each semester.

C. Syllabi Review

1. Approved syllabi will be reviewed at a minimum of every third year.
2. During the first review period, approximately one-third of the syllabi will be placed on a one-year review cycle, one-third on a two-year cycle, and the remaining third on a three-year cycle to get the review process started.
3. The next review cycle for one- and two-year reviews will be on the three-year cycle.

8. CANCELLATION

This policy supersedes any and all policies regarding academic course credit syllabi including but not limited to:

1. Chapter 29A-2 Series IF "Course Syllabus" effective 7/1/81.
2. References to course syllabi in SM 1275.1c, Faculty Handbook, effective 8/20/90, Revised 7/93.
3. Adjunct Faculty Handbook, Effective January 1997, Pages 13-14.

9. SIGNATURE

Board Chairman

Date

President

Date

Attachments: SCP-3160.A, Course Syllabus Format

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)



Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
<http://www.southern.wvnet.edu>

Revision Note: Additions and deletions were made to this policy September 20, 2005.