

### 3357:13-14-081 Syllabi for Courses Procedure

- (A) NCSC requires every course to have a master syllabus approved by the College's Curriculum Committee.
  - (1) Faculty are required to review the specific course syllabus for every course they teach each semester and create an associated syllabus addendum for the specific term.
- (B) The master syllabus is a document that contains the approved information about a course. The master syllabus is approved and managed by the Curriculum Committee. The master syllabus contains the following:
  - (1) Academic division name, course discipline
  - (2) Course number, title
  - (3) Assistant Dean
  - (4) Credit hours, breakdown of lecture/lab/clinical/practicum hours, if applicable
  - (5) Prerequisites, corequisites, concurrency:
  - (6) Effective date
  - (7) Textbook / workbook information
  - (8) Course description
  - (9) College-wide learning outcomes
  - (10) Course outcomes and assessment methods
  - (11) Grading scale
  - (12) College procedures/policies
  - (13) Link to the Syllabus Supplement
- (C) The syllabus addendum is a document that contains detailed information about the course content, goals, and elements and a guide for students to the kind of teaching and learning they can expect in the class. The addendum template will help create a well-structured document which also invites students to take responsibility for their own learning. The syllabus addendum template contains the following:
  - (1) Academic division name, course discipline
  - (2) Course number, title
  - (3) Term information: semester, session, start date, end date
  - (4) Faculty name, contact information, office hours
  - (5) Topical timeline / course calendar
  - (6) Course assignments
  - (7) Grading and testing guidelines
  - (8) Examination policy
  - (9) Class attendance and homework make-up policy
  - (10) Classroom expectations
  - (11) Any additional information as deemed necessary by the faculty.

- (D) The [course syllabus supplement \(14-081b\)](#) contains academic policy information that is standardized and required for each course offered at NCSC regardless of academic division, discipline, or degree type.
  - (1) The syllabus supplement is reviewed and approved by the Curriculum Committee.
  - (2) The syllabus supplement is linked at the end of each master syllabus.
- (E) The master syllabus and syllabus addendum is published in the LMS and reviewed with each class during the first day of the term.
- (F) Faculty must submit an electronic copy of the master syllabus and syllabus addendum for each section taught to the division administrative assistant as a formal record of the course's content and policies for future inquiries and accreditation reviews.
- (G) The format for the master course syllabus can be found as form [14-081a Course Syllabus Template](#).
- (H) Specific course syllabi are located on the [Curriculum Committee website](#).

Effective: October 24, 2023

Next Review: October 1, 2028

Review Dates: 7/1/95, 8/24/07, 8/13/09, 4/28/20, 10/24/23