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| **Domain/Division:** | **Academic / Course Admin** | **Index** | **20-05.12** |
| **Responsible Unit(s)1:** | **Academic Council** | **Page:** | 1 of 3 |
| **Attachments:** | 1 |

**Authorization Date: May 1999**

**Syllabus Requirements**

**If checked, policy requires Faculty Council Approval. Most recent approval date:**

**Review History: Includes Effective Date, Review and Revision History:**

1/8/2003: Reviewed by Academic Affairs

7/11/2003: Reviewed by Academic Program Units

12/8/2003: Revised by Joint Council

3/14/2005: Revised by Joint Council 3/14/05

5/2/05: Approved by Faculty Assembly

10/24/08 Reviewed by School of Nursing Academic Council

11/6/08: Approved by School of Nursing Academic Council via e-mail vote

05/03/10: Reviewed and Approved by Expert Review Panel (Peggy Wros, Kim Derienzo, & Tanya Ostrogorsky)

09/17/13: Updated with Revised ADA statement.

9/30/13: Approved in Academic Council

7/29/14: Guidelines and template were reviewed and approved by Academic Council via email vote.

9/30/14: Policy revised to refer to guidelines. Approved in Academic Council.

**POLICY STATEMENT:**

Course syllabi serve as the primary source document for outlining course content and expectations to help students succeed. The syllabus is not a contract between the student and the School of Nursing. It is a means to communicate information relevant to the conduct of a specific course, and changes may be made as the need arises.

Please see Syllabus Template and Guidelines for complete requirements and procedures. These documents are posted on the SoN Policy webpage, , <http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/policies_bylaws.cfm>.



**DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):**

School of Nursing Student Admission, Progression, Probation & Dismissal Standards (20-04.13) OHSU Academic Calendar <http://www.ohsu.edu/registrar/>

**Repeals:**

**IMPLEMENTING PROCEDURES:**

**Responsible Party: Action:**

Faculty Provide students copy of the course syllabus on or before the first day of class

Academic Programs/Campuses Maintains copies of syllabi for the 3 years in program files.

Faculty, staff, and students can request syllabi from the OHSU Health Sciences Library Archives if needed.

**Signature Authority Original Signed Copies Stored in Office of Academic Affairs**

**Signature Date**

 ** 10/10/2014**

**Printed Name** Paula Gubrud-Howe, EdD, RN, FAAN