OHSU POLICY MANUAL

Policy Number:	**02-50-050**
Policy Title:	**COURSE SYLLABI**
Effective Date:	**March 27, 2018**

1. **Policy Statement**

   All OHSU courses are required to provide Syllabi to students. The policy ensures that Syllabi for each undergraduate, graduate, and professional course is consistent and systematically reviewed to meet OHSU expectations for clear communication about courses and course preparation between students and faculty. Course Syllabi must be distributed on or before the first day of class and reviewed with students. Information contained in the course Syllabus, other than the minimum Syllabi requirements as established in the procedure, may be subject to change as deemed appropriate by the faculty of record, and with the concurrence of the Academic Program.

   What individual faculty of record deem important in their courses and Syllabus is a matter of academic freedom and best determined by that faculty of record. This OHSU policy relates only to information that must appear in common in all course Syllabi, independent of course level or discipline.

2. **Definitions**

   A. **Syllabus.** As the primary, commonly available written (i.e., electronic or paper) summary of a course, a Syllabus outlines the subjects of the course and denotes what students may expect from the course. The Syllabus is the best, most concise description of a course as determined by the faculty of record and academic program. The Syllabus is made available to both students and colleagues.

   B. **Course Preparation.** Includes but is not limited to reading assignments, researching papers, studying for quizzes and examinations, developing projects, writing up case studies, journaling, participating in discussion forums, and other course activities outside of scheduled class time.

   C. **OHSU Graduation Core Competencies.** The knowledge, skills, and attitudes that all graduates of OHSU degree programs will be able to demonstrate.

   D. **Student Learning Outcomes.** The identification of measurable characteristics of what a learner should know or do at the end of an education activity (i.e., lecture, simulation, course) or degree/certificate completion. Outcomes are usually expressed as knowledge, skills, or attitudes.

3. **Responsibilities**

   A. **Academic Program.** Each academic program is responsible for reviewing annually each course Syllabus for minimum requirements (i.e. OHSU Graduation Core Competencies and Student Learning Outcomes) and providing revisions, as needed.

   B. **Faculty.** Every faculty of record (or designee) is required to distribute the course Syllabus prior to or on the first meeting of the course. Faculty have final responsibility for grading criteria and grading judgment. Faculty also have the right to adjust course content that does not impact the course Student Learning Outcomes during the term with the concurrence of the academic program.

   C. **Office of the Provost**. The Office of the Provost is responsible for establishing a process to systematically review Syllabi and revise instructional procedures that include but are not limited to:
   - OHSU Learning Resources Available to Students (i.e., Teaching and Learning Center, Student Health and Wellness Center , Library, Information Technology Group)
   - Grading Policies
   - Statement Regarding Students with Disabilities
   - Student Evaluation of Courses
   - Copyright Information
   - Syllabi Changes and Retention
   - Expectations of Professional Conduct & Behavior
   - Commitment to Diversity & Inclusion
   - Modified Operations

      The Office of the Provost instructional procedures cannot change after the start of the term.

   D. **Students**. All students have a professional responsibility to review course Syllabi as a component of the course.

4. **Procedures**

   The Office of the Provost is responsible for developing procedures to support Syllabi management (i.e., Concourse Management System) and will be responsible for administrative support.

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Implementation Date: March 27, 2018
Revision History: N/A
Related Documents: OHSU Core Competencies
Related Policies and Procedures: Policy 01-40-010, Modified Operations; Policy 02-50-005, Academic Program Review; Policy 02-50-010, Proposing Curricular Changes; Policy 02-50-015, Assignment of Course Credit Hour; Policy 02-50-030, Student Learning Outcomes; Policy 02-50-035, Student Evaluation of Teaching; 02-70-020, University Grading; Policy 03-30-001, Academic Freedom; Policy 07-90-010, Records Retention and Destruction; OHSU, Policy HC-HR-101-RR;
Responsible Office: Office of the Provost, academicpolicy@ohsu.edu
Key Words: Student Learning Outcomes, Assessment, Academic Programs, Accreditation.