Policies and Procedures

SECTION:		*NO.*		
Academic Concerns		**4.2.7.**		
CHAPTER:		*ISSUED:*	*REV. A*	*REV. B*
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Course Syllabi				

PURPOSE

"Creighton exists for students and learning." Creighton University, as a Catholic, Jesuit University dedicated to excellence in undergraduate, graduate and professional programs, is committed to providing the student and the public information regarding courses offered by the University. This information should include, but is not limited to course goals and learning objectives, instructor information, required materials and texts, assignments, and grading policy and other policies (e.g., attendance, academic integrity, assistance for individuals with disabilities, etc.). This policy aligns with the Federal Compliance Review by the Higher Learning Commission, which provides institutional accreditation for Creighton University. Programs with specialized accreditation bodies may have more structured guidelines or standards. This policy is not intended to change compliance with specialized accreditation guidelines or standards regarding syllabi.

POLICY

The University is accountable to its students, faculty, its other constituents, and the public for communication about courses. Creighton University requires all course syllabi to contain specific information about the structure of the course. Instructors must submit copies of course syllabi to the appropriate, academic unit administration office to document compliance with this Policy on Course Syllabi.

Please note this Policy does not mandate course content. Each instructor must determine the pertinent knowledge level and technical information included in one's courses and syllabi. This is a matter of academic freedom and best determined by the instructor and curriculum oversight bodies. This Policy relates only to information that must appear in common in all course syllabi, independent of course level, discipline or profession.

This Policy on Course Syllabi ensures that: (1) program faculty collectively agree upon a course's purpose and learning outcomes as approved by the appropriate curriculum oversight body, (2) students receive consistent communication about the course's purpose and learning outcomes, and (3) academic units have access to syllabi for all courses taught each enrollment period as well as syllabi passed through the curriculum approval process.

Each course syllabus must include the following elements. Other information may be included in the syllabus or documents accompanying the syllabus.

General Course Information
- Course name and number
- Credit hours

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- Location
- Units/time dedicated per week
- Pre- and/or co-requisites

Instructor Information
- Name and title
- Office hours (including virtual, if appropriate)
- Contact information (office, phone and email)

Purpose of Course
- Catalog description
- Course goals/objectives
  - Course goals must be the same for sections of the same course number.
  - Courses offered for both undergraduate and graduate credit, must reflect the learning outcomes for both undergraduate and graduate students, as per Creighton University's *Guidelines for Differentiation among Undergraduate, Graduate, and Professional Courses.*

The Learning Environment
- Teaching methods
- Course Format:
- Required texts/reading materials
- Required materials or attire

The Schedule/Course Plan
- Weekly schedule (either specified within the syllabus or directed to a URL containing the weekly schedule)
- Topics, Assigned readings, Assignments

Learning Assessment
- Grading procedures
- Grading scale

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Technical, Classroom & Policy Information
- Policies relating to course using official University, College or School language (e.g., academic honesty, attendance, immunizations, assistance for students with disabilities, and other School, College or Programmatic required policies)

SCOPE

This Policy applies to all academic courses at Creighton University, regardless of class section, instructor, instructional delivery mode, or enrollment term.

DEFINITIONS

Syllabus: A syllabus is an academic document that serves to communicate course information and defines expectations, responsibilities and policies related to a course. A course syllabus serves the following essential purposes:
1. Sets the tone for the course,
2. Serves as a contract between the instructor and student,
3. Articulates the objectives of the course,
4. Motivates students to set goals,
5. Offers a planning tool for faculty,
6. Acts as an important tenure/promotion artifact, and
7. Structures students' work during the course.

Course: A course is a unit of teaching offered to students with particular learning objectives. Courses typically last one academic term, are taught by one or more instructors, and have a fixed roster of students. Courses may or may not offer academic credit and/or appear on the official transcript. Further, courses may be required or elective.

ADMINISTRATION AND INTERPRETATION

Under the direction of the Provost, Academic Deans of academic units are responsible for administering this policy.

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Maintaining Course Syllabi

Each academic program will verify the syllabi approved through the appropriate curriculum process and maintain electronic copies of the current syllabi for all courses taught each enrollment term. These syllabi will be archived in the University Syllabi Repository.

AMENDMENTS OR TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time. This policy is not a contract between Creighton University and its employees.