
APPLIES TO: All faculty

ISSUED: *December 2, 2021*

KEYWORDS: master, syllabi, course

EFFECTIVE: *November 9, 2021*

PURPOSE: To ensure that a course's description, outcomes, and other defined standards are consistent no matter when or where it is taught, who teaches it, and regardless of the medium through which it is delivered.

DEFINITION OF TERMS IN THIS POLICY:

- 1. Master Syllabus:** This syllabus contains the approved course name, number, description, prerequisites, and learning outcomes for a for-credit course at Kettering College, no matter when or where it is taught, who teaches it, and regardless of the delivery system. There is only one Master Syllabus for each course taught at the College. Every course must have a Master Syllabus on file in the offices of the respective department and divisional dean ('dean').
- 2. Course Syllabus:** A syllabus developed by an individual instructor based on the Master Syllabus. It is revised each semester, provided to the faculty member's department chair ('chair') or program director ('director'), and given to all students, preferably on the first day of classes. The Course Syllabus provides each instructor the opportunity to individualize an approved course and to respond to the specific needs of the students and the circumstances of the class.

POLICY DETAILS:

Every course must have one Master Syllabus agreed to by the faculty who teach those courses and approved by any department, program, or committee in which the course is used as part of the curriculum.

PROCEDURE

The normal administrative procedures are:

- Faculty member(s) who are lead instructors of a course should collaborate with their respective chair and agree on a Master Syllabus that follows the format and guidelines provided in this policy.
- For a course that is utilized within another department or program's curriculum, any proposed changes to Master Syllabus must be reviewed collaboratively by the chair, or designee, of the department using the course.
 - If more than one department or program utilizes the course within their respective curriculum, all of the programs, including the teaching department who has proposed the changes, should meet together concurrently to review and approve of the changes.
 - If there are changes to a learning outcome that is tied to a Core or an Institutional Learning Outcome, the chair of the institution's Institutional Outcomes and Core Curriculum Committee should be included in the review and approval of the changes.
- Once approved by each department or committee involved, the revised Master Syllabus is submitted to each dean of divisions where the course is taught.



Master Syllabus

KC Policy # AC 215

- Both a hard copy and an electronic copy (Microsoft Word and PDF) should be retained in the teaching department/program as well as submitted to, and retained by, the office of the dean of the division(s) in which the course is taught as part of the curriculum.

The Master Syllabus for a course should include the:

- Course name and number (e.g., RELP 101)
- Course description (quoted from the institution's Bulletin)
- Prerequisites
- Learning outcomes, including student or course and ties to institutional learning and/or Core outcomes

Other items to be included in the Course Syllabus are defined in the institutional Course Syllabus policy and may vary by class section or be uniform, depending on the consensus of the department faculty.

RESOURCES/REFERENCES:

Related KHN Policy: N/A

Maintained by: Office of the Academic Dean(s)

HISTORY OF REVISION:

Original date: November 9, 2021

Revision dates: N/A