

SMS Syllabus Policy

I. PURPOSE

The School of Medical Sciences (SMS) implements a process to ensure all course syllabi adhere to a standard template to promote effective practice and compliance with University, SMS, and accreditation requirements.

II. POLICY STATEMENT

- A. Each program is to establish methods and assign personnel to develop new syllabi, review existing syllabi on a regular cycle, and ensure compliance with this policy.
- B. All undergraduate programs must follow the LMU Syllabus Template and all graduate and professional programs the SMS Syllabus Template.
- C. Each program director should make the SMS Assistant Dean of Academic Affairs (ADAA) aware of changes in program accreditation that may affect course syllabi.
- D. The ADAA will monitor relevant changes in regional accreditation requirements.
- E. The ADAA will partner with the Policy Committee, Dean's Council, and Office of General Counsel to review and revise this policy and syllabus templates to promote sound practice and compliance with LMU, SMS, and accreditation requirements.

III. DEFINITIONS

Dean's Council: the standing leadership committee for SMS outlined in the SMS Faculty & Staff Handbook.

LMU Syllabus Template: the template published by the LMU Office of Academic Affairs for use by all undergraduate courses throughout the institution.

Policy Committee: the standing Policy Committee for SMS outlined in the SMS Faculty & Staff Handbook.

SMS Syllabus Template: the template developed, approved, and published by SMS for use by all of its graduate and professional courses and programs.

IV. AUDIENCE

The policy applies to all credit-bearing courses within SMS.

V. COMPLIANCE

Syllabi are an important means of documenting key course and curricular elements such as content, requirements, objectives, and assessments. Failure to include required elements can lead to curricular gaps, confusion among stakeholders, and accreditation issues.

VI. ROLES AND RESPONSIBILITIES

The ADAA will:

- a. Monitor and communicate changes to accreditation and LMU requirements to the Policy Committee.
- b. Collaborate with the Policy Committee, Dean's Council, and Office of General Counsel to revise this policy and syllabus templates, as needed.
- c. Ensure SMS webpages and publications containing information related to this policy are updated in a timely manner.

The Policy Committee will:

- a. Review and revise changes to this policy and syllabus templates to address changes in LMU and accreditation requirements and promote effective practice.
- b. Submit revised policy and syllabus templates to the Dean's Council for approval.

The Dean's Council will:

- a. Monitor and communicate to the ADAA any changes to program accreditation requirements that impact course syllabi.
- b. Review and approve revised policy and syllabus templates submitted by the Policy Committee prior to final review by the LMU Office of General Counsel.
- c. Coordinate adoption of this policy and syllabus templates by each program.

VII. PROCEDURES

1. All SMS undergraduate courses must utilize the LMU Syllabus Template and all SMS professional and graduate courses the SMS Syllabus Template.
 - a. All undergraduate course syllabi should use the default font typeface and size based upon the LMU Syllabus Template.

- b. All professional and graduate syllabi should use one of the following typefaces: Arial, Calibri, Cambria, or Times New Roman in size 11-14.
2. The ADAA will provide the most recent version of the LMU Syllabus Template to the undergraduate program directors, once published.
3. Program directors should communicate to the ADAA any information to be included in this policy or syllabus templates for the program's accreditor.
4. The ADAA will communicate to the Policy Committee any changes in accreditation or LMU requirements that may impact syllabi.
5. The Policy Committee will review, revise, and approve the policy, LMU Syllabus Template (to address accreditation requirements), and SMS Syllabus Template to ensure compliance with accreditation and promote effective practice.
 - a. The policy and SMS Syllabus Template will be reviewed on a 2-year cycle
6. Dean's Council will review, make further revisions, if needed, and approve this policy and syllabus templates submitted by the Policy Committee.
7. The ADAA will submit revisions to this policy to the LMU Office of General Counsel for final review and approval.
- d. The ADAA will collaborate with SMS faculty and staff to ensure publications containing information related to this policy are updated in a timely manner.
8. All syllabi must be reviewed and revised, as needed, at least once annually to ensure alignment with the program, SMS, and LMU websites; program handbook; accreditation requirements; and appropriate syllabus template.
9. Each program director must ensure the current version of the appropriate syllabus template is utilized for each course within the program.
10. Each program director is responsible for overseeing the development and maintenance of a central repository containing all syllabi for his or her program.

VIII. APPLICABLE REGULATIONS, STATUTES, AND RELATED POLICIES

This policy is related to the SMS Curricular Change Policy. For the PA programs, Standard D1.04 within the ARC-PA 5th Edition Standards specifies required elements that must be included in all course syllabi. Standard 10.1 within the 2018 SACSCOC Principles of Accreditation addresses the publication, implementation, and dissemination of academic policies.

IX. CONTACT INFORMATION

Questions regarding this policy can be directed to the SMS Assistant Dean of Academic Affairs.

X. DOCUMENT HISTORY

This policy was approved by the Dean's Council on:
August 10, 2022

This policy was approved by the Office of General Counsel on:
August 25, 2022

XI. FORMS

The SMS Syllabus Template and LMU Syllabus Template referenced in this policy are subject to change and are therefore not included as part of the policy. Both templates will be made available through multiple communication channels as well as provided directly to members of the Dean's Council by the ADAA.