Syllabus Policy

A syllabus is required for every CHP course and is considered the academic contract between the course instructor and the students enrolled in the course. Course syllabi are to be kept as a permanent record within the Academic Department for the program where the course is housed. Faculty are to complete their syllabus no later than one week prior to the start of the semester and submit or post to the following:

- The Course management platform (i.e., FerrisConnect) for student viewing & downloading
- The Academic Department Head or Chair for review if requested
- The designated Department site that serves as the repository for the program

The following is a recommended outline for a course syllabus in CHP:

- Course Title/Description & Overview/Pre-requisites/Credit Hours
- Course Instructor Information, including how to contact and office hours
- Course Learning Outcomes (some programs may need to align with professional accreditation standards)
- Required Course Materials
- Proposed or Tentative Course Schedule or Outline
- Reference to Academic Policies (Academic Dishonesty, etc.)
- Reference to Specific Course Policies or Behavioral Expectations
- Special Learning Needs Statement
- Course Assessment Measures with grading criteria for each
- Grading Scale for the program
- Supplemental Evaluation Information: Descriptions of learning activities, rubrics, etc.

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