



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-08-02</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Curriculum: Institutional Syllabi</p>	
<p>RELATED POLICIES:</p> <p>Curriculum: Program Changes Curriculum: New Course Approval / Course Changes Catalog / Program Changes</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Institutional Syllabi – Undergraduate Courses

I. POLICY:

All courses offered by Adams State College must be provided in institutional syllabus format. The institutional syllabus provides information regarding the basic content and learning outcomes of the course. Instructors should base their personal course syllabus on the institutional syllabus for each course they teach. Courses developed for Extended Studies will be based on campus institutional syllabi. All institutional syllabi will be kept of file in the APAA Office or the Provost's Office. All new courses will include an institutional syllabus with the proposal for a new course (see New Course Approval policy). Courses undergoing significant change must also submit a revised institutional syllabus to the CRC for approval.

The institutional syllabus will include the following headings:

- I. Course Title:
- II. Course Prefix Number:
- III. Credit Hours:
- IV. Pre-requisites / Co-requisites: *List all that apply*
- V. Catalog Description: *Use the description that is or will be printed in the college catalog. Should describe the basic topic and content of the course.*
- VI. Curricular Relationships: *Describe any curricular relationships such as whether the course meets requirements for general education, or a major or minor, can be used as elective credit, fulfils technology proficiency, etc.*
- VII. Student Learning Outcomes: *These should list what the student is expected to learn in the class and should be measurable and assessable. Active verbs such as those found in Bloom's taxonomy are to be used. Several examples follow:*
 - *Students will be able to articulate the difference between impressionistic and post-impressionistic paintings.*
 - *Students will be able to write comparative essays about 20th century English literature*
 - *Students will be able to identify scientific methods used to conduct an experiment and describe the method and results in writing*
 - *Students will be able to assess different learning styles in elementary age children and design appropriate social studies lessons plans for them.*
- VIII. Content Outline: *Describe the basic ideas or topics covered during the class.*
- IX. Course Procedures/Policies: *Describe the instructional methods to be used in the class, expectations for students, types of assignments, and extra or co-curricular activities required, any course specific policies such as attendance, academic integrity, etc. A description of grading criteria MUST be included in this section.*
- X. Required / Recommended Reading: *Include any textbooks or readings required for the class.*
- XI. Any Issues Unique to this Course: *Include any information in requirements that may not be typical of a college course such as requirements outside of class, warnings regarding controversial content, additional course fees, etc.*
- XII. Additional Issues of the Department's Choosing: *Add any issues not covered in previous sections of which students should be aware.*

II. PURPOSE:

The purpose of this policy is to identify when institutional syllabi are required and what they must include.

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III. DEFINITIONS:

- A. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Provost.
- B. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. Course Change Form: A form that describes a proposed course, or a changes to be made to an existing course. The course change form will minimally identify the following: course prefix and number, course title, CIP code, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.
- D. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.
- E. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- F. Extended Studies The branch of Adams State College that offers classes outside of the campus environment, whether through independent study classes, online classes, off-site classes or other off-campus delivery methods.
- G. Institutional Syllabus: The general college outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors' course specific syllabus.
- H. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.
- I. Provost's Office: The Office housing the Provost, and overseeing all campus operations, including academics.

IV. PROCEDURES:

- A. The department chair for each academic department will ensure that all new courses and course changes include an institutional syllabus in the approved format, as described above. These will be submitted to the Provost's Office.
- B. The CRC will review all course change forms and institutional syllabi as they are received from the Provost's Office. The CRC chair will coordinate with the department chair to address any concerns regarding the formatting or content of institutional syllabi.
- C. Approved institutional syllabi will be kept on file in the APAA Office and/or the Provost's Office. In addition the APAA Office will maintain a folder of institutional syllabi on the shared drive. Access to this folder will be limited to authorized personnel in the APAA Office, Provost's Office and Extended Studies.

V. RESPONSIBILITIES:

- A. The department chair is responsible for ensuring that current institutional syllabi for the course in their academic area are on file. They are responsible for ensuring that changes to existing courses and new course proposals include an institutional syllabus.
- B. The CRC is responsible for reviewing and approving new and revised institutional syllabi.

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- C. The Provost's Office and APAA Office are responsible for maintaining accurate records of current institutional syllabi.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS: