Syllabi Review Process	SOP #: CC.002.02
Effective Date	8/24/2022	
Last Revision/Review	09/15/2022	

1. Purpose

To ensure all course syllabi are vetted appropriately prior to submission to the Curriculum Committee

2. Related Policy/Authority

See Bylaws of the Burrell College of Osteopathic Medicine: Article 2 Section C. Curriculum Committee

3. Faculty/Staff Responsibilities

Course Director – Work with the Curriculum Coordinator to develop course syllabus using the most current Curriculum Committee approved syllabus template.

Curriculum Coordinator – Will assist the Course Director in developing course syllabi and will submit the syllabus to the Administrative Assistant of the Curriculum Committee. Responsible for updating syllabi in response to Curriculum Committee-approved actions.

Administrative Assistant for the Curriculum Committee – Responsible for coordinating administrative and Curriculum Committee review of DRAFT syllabi and for retaining approved FINAL copies of all course syllabi.

Assistant Dean of Assessment and Evaluation – Responsible for reviewing DRAFT syllabi assessment components to ensure these components adhere to college policies and procedures

Registrar – Responsible for reviewing DRAFT syllabi to ensure contents are consistent with the college catalog.

5. Procedural Steps

1. The Curriculum Coordinator will initiate the annual syllabus development process and work in coordination with the Course Director to update essential elements of the DRAFT syllabus.
    a. The Curriculum Coordinator will submit the DRAFT syllabus to the Administrative Assistant of the Curriculum Committee no later than 60 days after the end of the previous course, or according to the timeline established by the Curriculum Committee.
    b. The Administrative Assistant of the Curriculum Committee will distribute the DRAFT syllabus for review and comment via Adobe Sign by the following entities. Generally, this review process will take no longer than 5 business days:
        i. Course Director
        ii. Assistant Dean for Assessment and Evaluation
        iii. Registrar
        iv. Curriculum Coordinator

    c. The Curriculum Committee will review the DRAFT syllabus at the next regularly scheduled committee meeting. The Curriculum Coordinator will work with the Administrative Assistant of the Curriculum Committee to address any changes approved by the Curriculum Committee

within 3 business days following the Curriculum Committee meeting and submit the FINAL syllabus to the Administrative Assistant of the Curriculum Committee.

    d. The approved FINAL syllabus will be retained by the Administrative Assistant of the Curriculum Committee in the Curriculum Committee Shared Drive

2. Once approved by the Curriculum Committee, course Syllabi will not change without the formal approval of the Curriculum Committee.

    a. Course Directors must submit a Curriculum Change Request Form documenting the necessity of the change.

    b. If approved by the Curriculum Committee, the Curriculum Coordinator will edit the approved syllabus and return the final version to the Administrative Assistant of the Curriculum Committee for records retention.

3. The Associate Dean for Academic Affairs may approve changes to administrative elements of course syllabi without Curriculum Committee approval. In this case, the Curriculum Committee should be notified no later than the next regularly scheduled committee meeting.

6. Reports/Charts/Forms/Attachments/Cross References

Curriculum Change Request Form

7. Maintenance

This SOP is to be reviewed annually.

8. Signature

Approved by	
Curriculum Committee Chair	Date: 9/15/2022

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
9/15/2022	All sections	Syllabi Review procedure streamlined, and Assistant Dean of Academic Affairs given approval authority	Change Orders Required	9/15/2022

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Curriculum Change Proposal Form

For information regarding the process of proposal submission, please review the Curriculum Committee Procedures Article II Section 3.

Please complete the following:

Click or tap here to enter text.
_____

Name of person submitting proposal

Click or tap here to enter text.
_____

Role (e.g., Course Director)

1) If this involves an existing course, what is the name and number of the course?

Click or tap here to enter text.

_____

Course name

Click or tap here to enter text.

_____

Course Number (from Catalog)

2) The purpose of this curriculum change proposal is to request:

        ☐ Addition of a new course
        ☐ Removal of an existing course
        Change to an existing course:
            ☐ Addition of a new session(s)
            ☐ Removal of an existing session(s)
            ☐ Change to assessment procedures
            ☐ Resequencing of academic calendar
            ☐ Change to course credit hours
            ☐ Other _____
        ☐ Other

3) Course Start Date: Click or tap to enter a date.

    Course End Date: Click or tap to enter a date.

4) Describe and explain the need for the curriculum change you are proposing.

Click or tap here to enter text.

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5) Provide a list of individuals who will be affected by this change, including faculty members involved in affected sessions, and describe their role.

Click or tap here to enter text.

6) Does this change affect another course? If yes, describe how that course is being affected and what the course director is doing to address it.

Click or tap here to enter text.

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7) Describe any additional resources required for this change to take affect (i.e. teaching space, equipment, personnel, etc.)

Click or tap here to enter text.

8) Please attach any relevant supporting items with this form (e,g,. If proposing a new course, a proposed syllabus and catalog entry should be included).

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This certifies that the following individuals have reviewed the proposed curriculum change. Course changes involving addition or removal of a session require acknowledgment by the Chair of all affected disciplines.

The text box below your signature is for any comments you may have.

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