

College of Health Professions Policy and Procedure Guide



Procedures: Evaluation of Syllabi to Ensure Compliance

Approval Date: June 14, 2024

Revision Dates:

Section:

Area: Academic Affairs

Subject: Review of Course Syllabi

PURPOSE

Ensuring that syllabi adhere to the published CHP Syllabus Guide to include program and institutional accreditation requirements is essential for upholding educational quality and consistency.

PROCEDURES

The procedures below are followed by all faculty in the College of Health Professions when reviewing course syllabi prior to each semester:

Step 1: Faculty update syllabi before the start of the term – Faculty will ensure that syllabi align with the current CHP Syllabus Guide. Faculty will validate that the total semester credits and contact hours correspond with the conversion formula outlined in the CHP Syllabus Guide.

Step 2: Faculty fill out the "Faculty Syllabus Checklist" Google form for each course no later than 30 business days before the term begins – By completing the Google form, faculty verify that the syllabus conforms to the latest CHP Syllabus Guide.

Step 3: The designated program liaison reviews program syllabi and submits the "Program Liaison Review of Syllabi" Google form no later than 21 business days before the term begins. – The liaison verifies that all program syllabi conform to the latest CHP Syllabus Guide by completing the Google form.

Step 4: Program syllabi are uploaded by the program liaison or their designee to the Box Folder, "CHP Course Syllabi," no later than 21 business days before the term begins.

Biannual Review of Course Syllabi

All syllabi are reviewed every two years by the Associate Dean for Academic Affairs or designee.

Step 1: Syllabi due for review are reviewed no later than 14 business days before the term begins. The following schedule is used to ensure compliance with Step 4.

Years	Terms	Programs
Even Years	Fall	Audiology Communication and Sciences Disorders/Speech Pathology Cytology Dental Hygiene Diagnostic Medical Sonography Dietetics and Nutrition Genetic Counseling
	Spring	Medical Laboratory Sciences Nuclear Medicine Imaging Sciences Physical Therapy Physician Assistant Studies Respiratory Care Radiologic Imaging Sciences
	Summer	Audiology Communication and Sciences Disorders/Speech Pathology Cytology Dental Hygiene Diagnostic Medical Sonography Dietetics and Nutrition Genetic Counseling
Odd Years	Fall	Medical Laboratory Sciences Nuclear Medicine Imaging Sciences Physical Therapy Physician Assistant Studies Respiratory Care Radiologic Imaging Sciences
	Spring	Audiology Communication and Sciences Disorders/Speech Pathology Cytology Dental Hygiene Diagnostic Medical Sonography Dietetics and Nutrition Genetic Counseling
	Summer	Medical Laboratory Sciences Nuclear Medicine Imaging Sciences Physical Therapy Physician Assistant Studies Respiratory Care Radiologic Imaging Sciences

Step 2: The program liaison ensures that feedback is provided to faculty and revised syllabi are uploaded to the Box folder, “CHP Course Syllabi”, no later than 7 business days before the term begins.