COURSE SYLLABI REPOSITORY POLICY

Division: Academic Affairs

Policy Statement

The College will maintain a Syllabi Repository in Simple Syllabus (or other approved platform) for the courses taught each term.

Policy Details

All course syllabi/outlines shall be approved by the College using the template approved by the Curriculum Committee.

All syllabi must be constructed using the template provided by Simple Syllabus to meet Senate Bill 1 requirements in accordance with section 3345.029 of the Revised Code, which includes the following:

(a) The name of the course instructor;

(b) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered;

(c) A list of any required or recommended readings for the course;

(d) The course instructor's professional qualifications.

All Syllabi must meet minimum accessibility standards, including a plan of work/course outline and course outcomes.

All Syllabi must include the Religious Accommodations Policy language.

Course syllabi must be submitted by the end of the first contractual working day of the Fall and Spring academic terms.

For the summer term, the due date will be one week prior to the start of the full term.

Approved syllabi will be published on the College's website no later than three days before the beginning of the semester.

Procedures

Faculty will be notified by their academic deans at least six weeks prior to the start of the term to begin developing their course syllabi.

Lead Faculty, Directors, and Coordinators are responsible for reviewing and approving all syllabi within their respective departments. In the absence of these roles, the Academic Dean will assume responsibility for syllabus approval. Academic Deans provide final approval prior to publication on the College website.

The Simple Syllabus Administrator will publish all approved syllabi no later than three days before the start of the semester.

Resources

Documentation

Definitions

Term	**Definition**

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
3/02/2004	Policy	Issued	
5/19/2014	Policy	Updated	
5/10/2023	Policy	Transferred to new policy template, minor revisions – no CASA approval needed	William Taylor, VPAA
6/16/2026	Entire Document	Updated policy and procedures section due to implementation of Simple Syllabus	
10/15/2026	Entire Document	Updated policy – This policy will replace the Course Syllabus Outlines Policy	Dr. Doug Mead, VPAA and CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 5/11/2023

Next Review Date: 5/31/2029