



Syllabus Review Procedure

Syllabi must be submitted by the concurrent enrollment instructor to the Office of Concurrent Enrollment by the end of the first week of classes.

Each syllabus is reviewed by a discipline-specific faculty liaison to certify that the syllabus is equivalent to the college course syllabus. If deficiencies or errors are found by the discipline-specific liaison, the liaison returns the syllabus to the concurrent enrollment instructor with explanations for required corrections. The concurrent enrollment instructor makes the necessary revisions and resubmits the syllabus to the Office of Concurrent Enrollment and the discipline-specific faculty liaison within one week of being notified of deficiencies or errors.

The discipline-specific faculty liaison, at a minimum, reviews the following items to confirm they are in the concurrent syllabus and that they are the same or equivalent to the college course syllabus:

1. Course Description
2. Evaluation and Grading
3. Learning Objectives/Course Outline
4. Student Success Outcome(s) for the Course
5. Course Calendar



Syllabus Review Form

(Completed by faculty liaison in discipline)

High School _____ College Faculty Liaison _____

High School Instructor _____ College Division _____

Course Title _____ Course Number _____

For each of the following categories indicate if the concurrent syllabus is compliant or non-compliant. If the syllabus is non-compliant, provide the concurrent instructor explanations and requirements for revision. Feel free to attach an extra page if additional space is needed.

1. The course description is correct and equivalent to the college course.
 Compliant Non-compliant
2. The student Learning Objectives are the same as those listed in the appropriate college's Course Philosophy.
 Compliant Non-compliant
3. The college's institutional Student Success Outcome(s) identified for the concurrent course is/are the same as listed in the college's Course Philosophy.
 Compliant Non-compliant
4. The concurrent course's instructional time, class schedule, and curriculum outline are designed to cover the appropriate content at an appropriate pace equivalent to the college course.
 Compliant Non-compliant



- 5. The assignments and learning activities used to determine grades and the grading scale used for the classes are appropriate for college-level coursework. At least 80% of the graded assignments and learning activities are the same as those used in the college course. This policy allows for some freedom for the concurrent instructor to add or vary a few assignments and activities, while maintaining college-level course standards and expectations for academic rigor. If the required assignments and learning activities are not included in the concurrent syllabus, the syllabus is non-compliant and the college faculty liaison will initiate and oversee the required revision process.
 Compliant Non-compliant

- 6. College Department and Academic Dean contact information is included.
 Compliant Non-compliant

- 7. Textbook is comparable or the same as the one used for the courses taught at the college.
 Compliant Non-compliant

Non-compliant Explanation(s)

Keep a copy and send copies to: 1) Concurrent Instructor, 2) Division Academic Department Contact/Dean 3) Office of Concurrent Enrollment

College Faculty Liaison

Date