



Syllabus Review Procedure

Syllabi must be submitted by the Early College enrollment instructor to the Office of Early College 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 Early College enrollment instructor with explanations for required corrections. The Early College enrollment instructor makes the necessary revisions and resubmits the syllabus to the Office of Early College 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 Early College 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 Early College syllabus is compliant or non-compliant. If the syllabus is non-compliant, provide the Early College 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 Early College course is/are the same as listed in the college's Course Philosophy.
☐ Compliant ☐ Non-compliant
4. The Early College 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 Early College 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 Early College 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) Early College Instructor, 2) Division Academic Department Contact/Dean 3) Office of Early College Enrollment

College Faculty Liaison

Date