

## DAU 3-5 Course specifications & Syllabus Policy

Policy Code	Policy Name		
DAU 3-5	Course specifications & Syllabus Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Faculty members and coordinators Staff in Colleges -Course coordinators -Department Council -College Quality Assurance Unit -Academic Program Development Committee at the College and Program levels -Education Quality Process & Program Accreditation Committee at the Program level	10/2023	10/2027	

### 1. Policy Purpose

This policy defines the information that should be included in every course specification and every syllabus and emphasizes the fact that course specification and syllabus must be developed for all provided courses.

### 2. Policy Scope

This policy applies to all courses offered at DAU, in all programs, at both the undergraduate and post graduate level.

### 3. Policy Statement

The course outline and the course syllabus are a contract. The course specification serves as a contract outlining the agreement between the academic department and the instructor and the University and other academic institutions including external and accrediting agencies. The course syllabus is an agreement between the instructor and the student concerning content, deadlines, evaluation methods, required resources, and academic policies. Both the course outline and the course syllabus are legal documents.

### 4. Policy Procedures

#### Course specifications:

- are approved by the Academic Department Council.
- present information that cannot be altered without Academic Department Council approval.
- according to the Education & Training Evaluation Commission (ETEC) forms and requirements, include:
  - general information about the course,
  - Course Learning Outcomes (CLOs), teaching strategies and assessment methods,
  - course content,
  - students' assessment activities,
  - learning resources and facilities,
  - assessment of course quality,
  - specification approval.
- are used as a tool to initiate transfer credit agreements with other institutions.
- provide the framework for the development of a course syllabus.

#### A course syllabus shall:

- Contains all the above course specification information.
- Provide students with the necessary elements of a course, including:

- Instructor information: Name and contact information (office location, phone number, email address, and office hours),
  - Course identification: Course Code, Title, Section, Academic Year, and Semester,
  - Credit hours,
  - Required textbook(s) and additional resources: List of required course materials for reading, in-class work, writing, homework, viewing, and listening, including calculators, specialized materials or equipment, and computer software,
  - Course description, prerequisites, and co-requisites,
  - Course Objectives (a list of what the instructor plans to cover in the course),
  - Course Intended learning outcomes (CLOs),
  - Overview of the course grading,
  - Assessment tools and rubrics for assignments and projects, Course attendance policy,
  - Classroom Disruptive Behavior Policy,
  - Policy on academic honesty and plagiarism,
  - Unique class procedures/structures, such as web-based or web-assisted, cooperative exercises, presentations, case study methods, attendance at events outside of class, etc.,
  - Course topics distribution by session, CLOs, teaching strategies, and assessment methods.
- Be signed by the Academic Department.

#### An instructor is responsible for:

- developing a course syllabus that aligns with the Department Council approved course specification,
- course syllabus should be reviewed and updated each semester,
- course syllabus must be submitted to the Head of the Academic Department by the tenth day of class for approval.
- distributing the course syllabus to students in a timely manner ideally on the first day of classes,
- posting each syllabus electronically on the corresponding course's home page on the Learning Management System (Moodle) by the first-class day (Syllabi hard copies may also be distributed to students at the beginning of the semester),
- sharing contact information and preferred methods of communication,
- including information pertaining to online learning management systems and tools like Moodle, MS Teams, McGraw Hill and Cengage platforms, etc.,
- detailing expectations related to absenteeism, late or missing assignments, punctuality, etc.,
- communicating minor changes to the syllabus. Instructors may make minor revisions to the syllabus in the interest of students if learning objectives and required components are maintained,
- consider noting relevant institutional and departmental policies that support student success,
- noting institutional details like the add/drop date and student support information,
- ensuring that the syllabus is signed by the relevant Academic Department Head.

*The Head of department is responsible for verifying that syllabi requirements are met and keeping a file of all course syllabi for four years.*

*A student is responsible for understanding the information contained in the syllabus and seeking clarification from the instructor in a timely manner.*

#### Procedures for Course Specification preparation and development:

- Academic Program Development Committee at the Program level (APDC) should prepare the course specification using the ETEC Course Specification Form template.
- College Academic Program Development Committees (APDC) should ensure that Course specification aligns with other college courses and facilitate coordination.
- Education Quality Process & Program Accreditation Committee at the Program level should review the course specification and ensure compliance with ETEC requirements and forms.
- course specification submitted to the College Quality Assurance for approval.
- course specification submitted to the Department Council for approval.

- Any new course specification, as well as an existing course specification that has been modified by more than 25%, must be approved by the College Council.

#### 5. Related Policies / Documents/ Forms

DAU 3-2 Academic Progress Policy  
DAU 3-7 Grading and Assessment Policy

#### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	04/25/2019	1 <sup>st</sup> issue of the policy
2	10/2023	New requirements of NCAAA in the course syllabus added.