

**Policy Name:** Preparation of Course Syllabi - SOMI  
**Policy Number:** ACA 3.04  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs - SOMI  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 1.1  
**Policy Status:** Approved

## I. Policy

Preparation of Course Syllabi

## II. Purpose

This policy outlines the items that must be included in all Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) course syllabi. Course syllabi provide course descriptions and course credit hours (didactic and/or clinical/lab). Syllabi must also contain the course objectives, instructional methods, evaluation methods, as well as the course outline supporting the objectives. Course syllabi for each course are available to students and faculty on the Learning Management System.

## III. Scope

This policy applies to all SOMI faculty.

## IV. Definitions

None

## V. Policy Details

The following items must be incorporated into SOMI course syllabi and be consistent with the information disclosed in the School catalog, if applicable:

1. Course title
  2. Course description and methods of instruction
  3. Course objectives
  4. Clock and/or credit hours awarded
  5. A description of the outside hours and estimated hours to complete (if none are required, this fact must be stated)
  6. Prerequisites required (if none are required, this fact must be stated)
  7. Key instructional resources and materials to be used, including required and recommended texts
  8. Method(s) of evaluation (i.e., quizzes, examinations, presentations, participation) and weight (percentage) provided to each
  9. Grading scale, including requirements for successful completion
  10. Print date and/or date of revision
  11. Course delivery mode (e.g., residential, blended, full distance education)
- American Disability Act (ADA Statement)

Course faculty are responsible for reviewing the course syllabus prior to posting on the Learning Management System (LMS). Any syllabus change must be authorized by the Program Coordinator. Course faculty are responsible for ensuring course syllabi are available to students the first day of class in the LMS.

**VI. Attachments**

N/A

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	6/13/2023	Policy Adopted	Program Coordinator
1.1	4/17/2024	Minor Revision	CDDAA