Syllabi Development Approval Process and Checklist
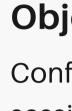
Developmental Stages

Primary syllabi development stages and content

1 **Objective Changes**

Confirm and update course, module, and session objectives as required

2 **Course Schedule and Contact Information Updates**

Updated schedule and administrative contact information

3 **Assessment Updates, Review and Approval**

Updated table, assessment details, committee review, and approval

4 **Year and Curriculum Committee Review and Approval**

Year committee review and Curriculum Committee approval

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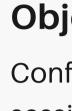
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Syllabi Development

Checklist & Timeline

TO-DO'S	Objective & Assessment Deadlines	Assessment Committee Review	Year Committee Review	Curriculum Committee Approval
Objectives - submit course and module changes	September 24, 2021 (Deadline)			
Submit Assessment Plan(s)	October 11, 2021 (Deadline)			
Assignment Description Updates	October 11, 2021 (Deadline)			
Assessment Due Dates Finalized	October 11, 2021 (Deadline)			
Scheduling Updates	October 11, 2021 (Deadline)			
Course & Module Description Updates	September 24, 2021(Deadline)			
Administrative Updates	September 24 - November 18, 2021 (And as required)			
U of S Policy Updates	September 24 - November 18, 2021 (And as required)			

Syllabi Development

Checklist & Timeline

TO-DO'S	*Objective & Assessment Deadlines*	*Assessment Committee Review*	Year Committee Review	*Curriculum Committee Approval*
✓ Assessment Committee Reivew		Oct 11 - Oct 25, 2021		
✓ Year Committee Review			Nov 1 - Nov 12, 2021	
✓ Curriculum Committee Review & Approval				Nov 18, 2021

Syllabi Development Checklist & Deadlines