



**NOVA SOUTHEASTERN UNIVERSITY**  
University Policy

<b>Administrative Area(s):</b>	Administration, Academic Colleges, and Administrative Units
<b>Applicability:</b>	Deans, Directors, Department Heads, Faculty, and Administrative Staff
<b>Scope:</b>	Course Syllabus Policy
<b>Date:</b>	March 20, 2025
<b>Revised:</b>	
<b>Publication Requirement:</b>	Office of the Provost/Academic Affairs
<b>Purpose:</b>	To establish consistent guidelines for the creation, content, and distribution of course syllabi.

## **I. POLICY**

All courses offered at NSU are required to have a course syllabus, which serves as a formal document outlining the course structure, objectives, expectations, and key college program accreditation and university policies. Faculty are required to use the Syllabus Management System in AppCentral. The syllabus is intended to provide students with clear guidance on course content, assessment methods, and instructor expectations. Course syllabi are required to be made available to students prior to the first day of class for each course.

The elements below are mandatory and must be included in every course syllabus. No additional discretionary elements beyond those listed are permitted, and any information included in a course syllabus deemed outside the scope of the essential elements is subject to removal or modification at the discretion of the dean of the college. College program accreditation and university policies will be automatic and need no action by faculty.

- the name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and corequisites (if any), and semester and year offered;
  - the instructor's name, telephone number, e-mail address, college, department or school, office location and office hours;
  - required purchases including texts (including ISBN), lab supplies, artistic supplies, professional and ancillary items;
  - a tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations;
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- performance measures that will be considered for evaluation in awarding final grades



Harry K. Moon, M.D.  
As President and CEO

3/31/2025

Date



Ronald J. Chenail, Ph.D.  
As Executive Vice President, Provost and  
Chief Academic Officer

March 26, 2025

Date