

Policy on Modifications of Courses Approved for the SCU Core Curriculum (rev 2/24/2013)

All courses satisfying requirements for the SCU Core Curriculum must be taught with an approved syllabus. Some departments develop a single syllabus multiple faculty use when they offer a Core course. Other departments encourage faculty to submit their own particular syllabus for approval. Faculty may opt to use a syllabus already approved for the Core, unless a faculty member has requested that his/her syllabus not be made available for others to use.

Syllabi for Core courses should communicate Core learning objectives (along with course-specific and/or departmental learning objectives as appropriate) and specify which assignments map to each of the Core learning objectives.

Reasonable revisions to Core syllabi can be made by faculty without notifying the Office of Undergraduate Studies. For example, reading assignments may change, and the particular focus or questions for exams, quizzes, papers, and other assignments may change, as long as at least one assignment still maps to the learning objective as specified on the approved syllabus. The number of assignments mapping to a particular learning objective may change, but at least one assignment that can be evaluated by someone not in the classroom, preferably due toward the end of the quarter, must map to each learning objective.

Faculty who make revisions that change the topic or theme for a Foundation sequence or change mapping of graded assignments to learning objectives should notify the Office of Undergraduate Studies, copying their department chairs. Some revisions will require review by Faculty Core Committees.

Changes in the topic or themes for a Foundation sequence

The Office of Undergraduate Studies and the Registrar's Office must know about all changes in topics of Foundation sequences. Please write to the Office of Undergraduate Studies (Ugradstudies@scu.edu) describing the desired change and whether the change in topic requires a new course description. If the mapping of graded assignments to learning objectives is unchanged, the syllabus or sequence will not have to be reevaluated, but Undergraduate Studies records will need to be updated.

Changes in the mapping of assignments to learning objectives

Syllabi that change the mapping of graded assignments to learning objectives are not always considered new versions of the course, but should be sent to the Office of Undergraduate Studies for review. Please send revised syllabi to the Office of Undergraduate Studies (Ugradstudies@scu.edu) with an email specifying that the syllabus had been approved in the past but that mapping of assignments to learning objectives has changed.