

Policy: Syllabus Review

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
October 2017	May 23, 2025	<ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee

POLICY STATEMENT

Syllabus for Academic Year 1 and Academic Year 2 courses must be reviewed and approved by the Syllabus Review Sub-Committee.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

Support curricular management

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
Course Coordinators
Associate Director for Academic Support Services
Strand Leaders
Associate Dean for Curriculum and Medical Education
Assistant Dean for Foundational Education
Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: October 2017

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): May 23, 2025

Comments on Revision (*if applicable*):

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PROCEDURE STATEMENT

- A. Course directors (CD) are responsible for developing and submitting the syllabus for review.
 - Communication of deadlines for syllabus submission and review occurs via the OME Report.
 - The course coordinators work with the CD to develop the syllabus.
 - The CD submits a draft version of the syllabus to the Associate Director of Academic Support Services for review 12 weeks prior to the course start date.
 - The CD is always the contact person for OME. For courses with units, the CD collects information about the respective units from the Unit Director(s). The CD then puts together the draft syllabus and submits it for review to OME.
 - CD must specify, using a standardized form, changes made in relation to their reflection and prior recommendations/required actions from the OME report.
- B. Syllabus review.
 - The Associate Director of Academic Support Services coordinates the review process.



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- The syllabus is first reviewed by the syllabus review subcommittee (SRC), which includes a copy editor, strand leaders, Assistant Dean for Foundational Education, Associate Director for Academic Support Services, and the Associate Dean for Curriculum and Medical Education.
 - The Assistant Dean for Foundational Education and the Associate Director for Academic Support Services monitor compliance with all policies and recommendations, and coordination of schedules.
 - The Assistant Dean for Foundational Education and appropriate Strand Leaders monitor content.
 - The copy editor reviews the format and grammar.
 - The Associate Director of Academic Support Services collects all responses and sends the feedback to the CD. For courses with units, the CD is the contact person for OME. The CD works with the UD to address the feedback provided and make necessary changes.
 - The updated syllabus is then reviewed by the Foundational Education Subcommittee. Further recommendations are sent to the CD.
 - The CD sends a final version of the syllabus four weeks prior to the course start date for final approval.
- C. The final version of the syllabus is approved by the Assistant Dean for Foundational Sciences Curriculum.
- CDs who wish to make changes after the syllabus has been made available to students must submit the changes for review and approval by the Assistant Dean for Foundational Sciences Curriculum.
- D. Compliance with this policy is monitored by the Foundational Education Subcommittee.