

Simple Syllabus Content Governance

In order to maintain the integrity of the fixed content supplied on the student syllabus, the following content integrity governance structure will allow the institution to appoint one leader for a content area, as well as a mechanism to receive content modification suggestions for vetting through an approval process that enables us to meet institutional and regulatory needs.

The following areas of the syllabus are “fixed” areas with the appointed manager for the upcoming Academic Year. Content managers will be reviewed annually for currency.

Content Area	Manager	Notes, if applicable
Academic Honesty	Sara Pariano	In collaboration with SASC
Grade Scale	Sara Pariano - but not available for change requests	
Technology Requirements	Bettyjo Bouchey	In collaboration with John Mazariegos and LQC
Inclusive Learning	Anita Moore-Bohannon	
Student Well-Being	Anita Moore-Bohannon	
Religious Holiday Observances	Anita Moore-Bohannon	
Helpful Links	Patrick Gibson	

Modification Change Requests:

- Change requests for a coming term must be submitted a term ahead (3 mos of notice) - unless it is a critical fix for a regulatory item
 - If it is a critical fix, the requester should send an email to [Nathalia Ceron Suarez](#) once the form is submitted for expediting right to the manager and to Kim for approval - outside of the below process
- [NLU Simple Syllabus Content Area Change Requests](#) (for locked content areas)
- Once items are highlighted in PO Working Session, the manager of the content does whatever research is necessary, if needed, drafts a revision, sends to Regulatory and Registrar's office and then brings a proposal back to the PO team for approval/confirmation of changes to be made for the coming term