



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Early College Dual Enrollment Program

Appendix B Syllabus Policy Key

SYLLABUS TYPE	DESCRIPTION
A	A sample syllabus is provided. Most courses in this category fulfill specific FDU general education requirements. The syllabus must: • Incorporate the learning outcomes included in the FDU syllabus provided. Instructors may include some alternate course topics and/or learning outcomes with prior approval of the FDU discipline department. Approval must be obtained at least 2 months prior to the offering of the course.
B	A standard syllabus is provided. Most courses in this category fulfill specific major requirements. The syllabus must: • Incorporate the learning outcomes included in the standard FDU syllabus provided. Instructors may include additional course topics and/or learning outcomes with prior approval of the FDU discipline department. Approval must be obtained at least 2 months prior to the offering of the course.
C	The official course syllabus is provided. Courses in this category fulfill requirements in one of the University's accredited programs, including: ➤ The Accreditation Board for Engineering & Technology (ABET) for computer science and engineering) ➤ The Association to Advance Collegiate Schools of Business (AACSB) for business and accounting. The syllabus must: • Incorporate the learning outcomes included in the official FDU syllabus. No changes can be made by Instructors to the course topics and/or learning outcomes because the course is part of an official Fairleigh Dickinson University accredited degree program. • For AACSB courses, final syllabi must be submitted for review at least 2 months prior to the start of the term when the course is to be offered.

IMPORTANT NOTE: To meet academic records requirements, **please submit a final copy of each FDU Early College Dual Enrollment course syllabus for those classes offered at your high school to earlycollege@fdu.edu thirty days after the start of the class** (please note the exception for AACSB courses noted above). Each syllabus should include the date, instructor name, FDU course name and course number, learning outcomes, topics covered, assignments, assessments, grading rubric, and any other important details.