

Business Process: UAMS Syllabus Audit and Credit Hour Verification

Rev. 6/28/2026.v2

Overview

The *UAMS Syllabus Audit and Credit Hour Verification* occurs each semester to verify compliance with UAMS Syllabus content requirements and ensure that courses award credit hours appropriate to their instructional time per *Academic Affairs Policy 2.2.15 Assignment of Credit Hours for Education Programs*.

The Syllabus Audit was implemented in Fall 2019, the Credit Hour Verification Process in 2021, and the combined process implemented as of Spring 2026. The current process consists of three primary components: 1) Initial evaluation at the new course/course change submission stage; 2) The Syllabus Audit each semester, and 2) The Credit Hour Verification each semester.

UAMS utilizes multiple systems related to the class scheduling process:

- Workday – UAMS Student Information System. All scheduled classes are built in Workday
- Blackboard – UAMS Primary Learning Management System
- O2 – College of Medicine Curriculum Management System
- CORE – College of Pharmacy software for student clinical rotations
- 25Live – UAMS classroom scheduling

Class meeting times and patterns do not appear in the SIS because, in most cases, classes do not follow a defined meeting pattern due to limited classroom and laboratory facilities that must be shared across programs. Class meeting times and locations must appear in published syllabi unless asynchronous in nature, and are often manually added to some of the additional systems listed above, but are not systematically/comprehensively tracked in a single system. As a result, the creation of a comprehensive report to systematically calculate expected credit hours is not technically feasible.

An audit process was developed to ensure ongoing review of scheduled classes with a detailed evaluation of multiple data points to ensure both syllabus requirements and credit hour calculations are accurate and in accordance with UAMS policy. This audit is designed to randomly select a standard percentage of courses for review each semester. In addition, courses where deficiencies have been identified in previous terms may be intentionally selected for re-evaluation. Specific action items are outlined below to respond to deficiencies and apply corrections where needed.

Part 1: Initial Evaluation for New/Revised Course

When a course form is submitted for a new or revised course, the Office of the University Registrar (OUR) reviews the credit hour calculation included in the form to verify that it meets the standards of AA Policy 2.2.15. New Courses and Course Changes are not approved until the OUR completes this initial evaluation.

Part 2: Syllabus Audit – Each Semester

Syllabus Collection

At the official start of each semester (using the published UAMS Official Term dates), the Department of Institutional Research, Policy and Accreditation (IRPA) will instruct colleges to submit copies of all syllabi for scheduled courses during that semester within three weeks of the start of the semester (See Appendix for syllabus submission instructions). Approximately 10-15% of submitted syllabi are then selected from each college for review.

NOTE: Beginning Fall 2026, syllabi selected for audit will be identified using a comprehensive schedule of classes report from Workday (*RPT – Find Course Section Definitions (UAMS)*) rather than selecting from submitted syllabi. Further, to ensure a broader evaluation of courses over time, courses selected for audit in a given term will not be selected again for at least two subsequent terms unless deficiencies are identified.

Syllabus Evaluation

IRPA collects data from the selected syllabi and compiles it into a tabulation spreadsheet for individual evaluation. Each syllabus is evaluated to ensure it contains required components as outlined in the Syllabus Requirements shared each semester (see Appendix for syllabus content requirements).

Final Results and Action Steps : Syllabus Audit

IRPA will notify the OUR when the tabulation spreadsheet is ready for duplication for the Credit Hour Verification process. Syllabus deficiencies are noted and results submitted to the appropriate academic college for review. Colleges are also given a copy of the audit for the previous year for informational purposes and to see where audits identified issues. Syllabi containing deficiencies may be selected again the following term for re-evaluation.

Part 3: Credit Hour Verification – Each Semester

Preparing the Verification Report

Upon initial completion of the Syllabus Audit, the Office of the University Registrar (OUR) copies the complete tabulation spreadsheet, including syllabi audit notes, to add additional calculation values in preparation for the Credit Hour Verification. These values include, but not limited to: 1) course section numbers; 2) academic program's total standard instructional weeks as defined by the college; 3) weekly instructional hours per meeting times or syllabus notation; 4) *expected* credit hours per UAMS policy based upon instructional weeks and weekly instructional hours; and 5) primary course instructor contact information (if not listed).

Credit Hour Review and Evaluation

Once all pertinent syllabus details are listed in the tabulation spreadsheet, calculations are performed to determine *expected* credit hours based upon instructional time following the formulas outlined in *UAMS Assignment of Credit Hours for Education Programs* policy. Where calculation components are missing or unclear in the syllabus and/or in Workday, additional investigative steps will occur:

- 1) Course start and end dates for the course section will be verified in Workday to confirm that they match what is listed on the syllabus. If not listed on the syllabus (e.g., for “generic” syllabi used by the College of Medicine), the start and end dates will be manually added to the tabulation spreadsheet using the values in Workday.
- 2) If course section start/end dates are insufficient to verify credit hours, the course instructor or academic department is contacted for additional details. New course and course change forms have included a place for the requesting department to share the calculation/justification for the assigned credit hours since 2021. Where discrepancies in scheduled courses exist, a copy of the original new course or course change form is also shared with the department to assist with their clarification.
- 3) Final calculation results and notes are added to the tabulation spreadsheet for each course. Where credit hours are determined to be incorrect, an additional notification is sent (see next section).

Final Results and Action Steps: Credit Hour Verification

A notification will be sent to the academic college, IRPA and the Office of the Provost for any course sections found to be non-compliant with UAMS credit hour calculation policy. This notification will outline the nature of the non-compliance and solicit feedback or additional information. Where necessary, the college will be required to adjust course section instructional requirements to comply with credit hour policy. If the course requirements or scheduling cannot be adjusted to meet credit hour requirements, the department will be required to submit a course change form to update credit hours appropriately for future terms.

Course sections found to be non-compliant may be selected in the subsequent Syllabus Audit and Credit Hour Verification cycle to confirm necessary adjustments have been completed. Course sections found to be non-compliant for more than one academic period in a row will be flagged for Provost review, and subsequent scheduling will be administratively blocked in Workday until resolution is completed and approval is granted by the Office of the Provost.

Appendix: Syllabus Submission and Content Requirements

Syllabus Content Requirements

Course titles, descriptions, and learning objectives must match what is in Workday, the catalog and on webpages. Items listed below do not need to be in this order and item titles can vary. **The syllabus submitted to IRPA needs to be the**

same syllabus that is given to the students. Please include the following on your syllabus. You may continue to include other items as required by your college and/or accreditor. The items below are the minimum required by UAMS.

- Course Subject and Number
- Course Title
- Section Number
- Semester
- Meeting days/times/locations
- Course Credit Hours (This needs to match 2.1.5 Assignment of Credit Hours for Education Programs. If your program meets the standard definition, please state that. If the meeting schedule is not included in the syllabus, outline how the credit hours were calculated.)
- Course description
- Course Director(s)
- Office
- Phone Number (can be office or cell)
- Office Hours (if by appointment only please indicate that on the syllabus)
- Email Address
- Course Learning Objectives
- Course Learning Assessments/Assignments (Include the grading scale with this section)

Submitting Syllabi

Please submit a copy of the course syllabus to (select your college)
BOX link listed here-changes each term

These can also be emailed to (select your college)
Email address listed here-changes each term

Name your file with the following naming convention:

College_Subject_Number_Term_Sectionnumber
(example GRAD_BIOC_5102_SPRING26_1)

Colleges: CHP, COM, CON, COP, CPH, GRAD