

## M E M O R A N D U M

**TO:** All Instructional Faculty

**FROM:** Gretchen Ritter, Vice Provost for Undergraduate Education and Faculty Governance

**DATE:** August 2011

**SUBJECT:** Requirement to Provide a Course Syllabus by First Meeting Day of All Classes

In accordance with university policy and state law, all instructors of undergraduate courses are required to provide a syllabus to their students by the first day of class. The course syllabus must also be made available on the university's website. This memorandum specifies the University's policy on providing and posting course syllabi.

The syllabus **must** contain the following items:

- The course number and title
- The instructor's name, office location, and office hours\*
- If there are teaching assistants for the class, their names, office locations, and office hours\*
- An overview of the class, including prerequisites, the subject matter of each lecture or discussion, as well as the academic/learning goals for the course and how they will be assessed
- Grading policy, including the means of evaluation and assignment of course grades (please note that the university uses the plus minus grading scale for recording the final grades in all undergraduate classes)
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade
- A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as

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\* Listing of office hours and location is not required for the publicly available version of the syllabus.

appropriate, identified by author, title and publisher.

- Final exam date and time (when available)
- The class web site, if any
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>

#### Recommended Materials:

In addition, we recommend that faculty include the following information on their course syllabi:

- A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism (Link to University Honor Code: <http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html>)
- A notice regarding accommodations for religious holidays. (Sample statement—“By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.”)

For additional suggested templates and guidance on writing an effective syllabus, please refer instructors to materials available on the CTL website: <http://ctl.utexas.edu/teaching-resources/design-your-course/create-your-syllabus/>

#### Posting Syllabi

Additionally, instructors need to provide a copy of their syllabus for each organized course (or section thereof) they teach to their home department or office (and any cross-listing departments or centers) by the first day of class. All class syllabi for undergraduate courses should be provided in electronic form in a PDF file format (created from a word processing package such as MS Word - the PDF should NOT be created from a scanned image or fax). These PDF syllabi will be posted to the respective class via the Registrar's Office Class Manager System or Information Management and Analysis' FaSET System by the seventh class day. Syllabi must be submitted not only for all undergraduate classroom courses but also for each section of multiple section courses. This change is effective with the Fall 2011 semester.

If you have any questions about this policy memorandum, please contact Amelia Rey-Shannon, 232-3312.