

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Course Syllabi

UH-Downtown/PS 03.A.29  
Issue No. 1  
Effective Date: 01/04/2005  
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## 1. PURPOSE

This Policy Statement describes the faculty member's responsibility for content and distribution of course syllabi.

## 2. POLICY/PROCEDURES

### 2.1 Definition

A course syllabus is a document containing summaries of essential class policies and procedures and a tentative timetable for covering course content.

### 2.2 Policy

Faculty members are responsible for distributing to the students enrolled in their classes a course syllabus at the beginning of each new term. Syllabi may be distributed in hard copy form in class or electronically through a course web site. The exact format of course syllabi will be determined by the faculty of each department, but all syllabi must include certain basic information that accreditation bodies and other oversight bodies have determined that students have the right to know. Each academic department shall maintain a file of the most current syllabus for every course section offered.

#### 2.2.1 Course Identification Information

Each syllabus will list the course name and number, the number of semester credit hours, the semester and year in which the course is being offered, and any course or other prerequisites.

#### 2.2.2 Instructor Contact Information

Each course syllabus will list the name of the instructor, the instructor's contact information, office location, and office hours.

#### 2.2.3 Basic Content and Evaluation Criteria

Each syllabus will include the course's catalog description and list the course's basic objectives and expected learning outcomes. The syllabus will describe the method of evaluation to be used including the weight assigned to tests, projects, and other activities used in determining the course grade.

#### 2.2.4 Course Outline and Tentative Schedule

Each syllabus will list the major topics to be covered along with a tentative schedule.

#### 2.2.5 General University Policies and Procedures

Each syllabus will contain a statement that all students are subject to UH-Downtown's Academic Honesty Policy and to all other university-wide policies and procedures as they are set forth in the UH-Downtown University Catalog and Student Handbook. Each syllabus will also include a statement that reasonable accommodations will be made for students with disabilities covered by the Americans With Disabilities Act.

#### 2.2.6 Class Policies

Each syllabus will state any additional policies that might have a significant impact on a student's performance such as policies on class attendance,

tardiness, the acceptance of late work, and make-up exams.

### 2.3 Procedures and Oversight

By the end of the second week of classes, department chairs will collect the syllabi for all organized class sections being offered by the department that term. The department chair is responsible for overseeing the syllabus file described in Section 2.2 and for establishing procedures for periodic audits to ensure that the file is complete and that all syllabi contain the required information.

Course syllabi are public documents and copies of any course syllabus will be made available to interested parties upon request.

## 3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: As needed

  
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President

Policy History:

Issue #1: 01/04/2005